



Acquisition Today!

The Army Contracting Agency Northern Region Newsletter

July - September 2005

Volume 2, Number 3

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Director's Corner

Joann Langston, SES
Director
ACA NR

Great Quarter. First of all, I would like to take a moment thank each of you for a great quarter. In spite of uncertainties about ACA as an agency, our customers' funding, and even the uncertainties brought on by the Base Realignment and Closure Commission (BRAC) findings, you have not skipped a single beat. Our obligations are steady, year-end requirements are starting to come in already and we are still doing an excellent job for our customers, based on our ICE evaluations- **96%** satisfaction rating for the quarter.

Congratulations Lenora. I am pleased to announce that **CDCC DOC Lenora Clark-Evans** was personally selected by Deputy Assistant Secretary of the Army (Policy and Procurement) **Ms Tina Ballard** to a temporary appointment as the Director of Contracts for the **Defense Contracting Command, Washington D.C. (DCCW)** contracting office in the Pentagon. Supporting the leaders of all the services, she faces challenges enough to test anyone and it is a great honor to be picked to lead that group.

To fill in the CDCC temporary vacancy, I am detailing **LTC Craig DeDecker** to be acting director of CDCC during the detail. **Don Fitzgerald** will be detailed as acting director of NRCC during LTC DeDecker's absence, and **Debbie Emerson** will be detailed to Don Fitzgerald's position as Director of Contract Operations, ACA NR.

Welcome to new DOC. An addition to our Region "family," I would like to formally announce the selection of our new **Director of Contracting for Fort Carson, CO**. Please welcome **Ms. Dawn Resling**. She comes to us as the Director of the Supply Management Center, Installation Management Agency (IMA), Europe, and is looking forward to rolling up her sleeves and getting into the work of that outstanding installation. She reports to Fort Carson on 21 August 2005. You can read about other comings and goings within the Region elsewhere in this newsletter.

Strategic Plan Kick-off. A couple of weeks ago, we formally kicked-off the ACA NR Strategic Plan. During the course of the next few months, you will



**Joann Langston,
Director ACA NR**

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Newsletter Editor

Joe Myers

757-788-3799

joe.myersjr@us.army.mil

This newsletter is intended to increase communications between the ACA NR Headquarters staff and the region's contracting offices.

Your input is vital. Please email the newsletter editor with news, ideas, opinions and calendar events for everyone to share.

learn of our progress. In the meantime, take a few minutes to look at it on the ACA NR website (<http://www.aca-nrhq.army.mil/>). Look to see how you fit into that plan and how you can affect our direction. Whether volunteering to lead a Customer Appreciation Day or thinking of processes that might need tweaking (or a major overhaul) you can help us become the customer-driven, continually improving, professional contracting organization that we envision. We cannot do it alone- we are all on this path together.

Revised Website for ACA NR: And while you're looking at the ACA NR website, take a look at all the new features, and invite all your staff to examine and use the new and old features. Everyone is also invited to suggest changes, additions, deletions, to the site. All will be considered. Thanks to the team who put the new site together: **Bruce Cogossi**, **Joe McGrenra**, and our new "official" webmaster, **Wilfredo Velasquez**. They did a great job!

Across the Region

We presented training to ourselves and our customers:

Ft. Leavenworth DOC: A Professional Development (in-house) session addressing Ratifications was held on April 5. The presenter was **MAJ Lynda Royse**, Construction Division Lead.

Aberdeen Proving Grounds: A training session for all DOC employees was held on 28 April covering recent policy such as Accounting for Contract Services and Use of Non-DoD Contracts as well as an update on the Small Business Programs from our new SADBUE, **Pat Huber**. CLPs were issued to those in attendance.

ARCC Birmingham Satellite Office: ARCC Deputy Director-**Pamela Lutz** and Birmingham Satellite Office Supervisor-**Wanda Lee-Causey** provided training to the 81st RRC Primary Staff on 31 May 2005. Topics included QAR/QAE Training, Dealing with Contractors in the Workforce, and How to submit a proper procurement package.

ARCC: Procurement Analyst **Raymond Blauvelt** trained 15 credit card holders in Vancouver, WA on 23 May 05 and then worked with the 70th RRC Budget Analysts and Engineering staff in Seattle on issues surrounding utility payments with the GPC. The week was wrapped up with a GPC class on 26 May 05 at the 70th RRC in Seattle. On 15 June 05 he renewed efforts to put in place a program to give USARC "vessel cards."

Ft. Dix DOC: **Rosalind McFadden**, Contract Administrator, conducted Contract Closeout training.

Ft. Riley DOC: Our DOC **Quality Assurance Specialist**, using DAU course materials, gave a one week COR class at **Ft. Leavenworth**.

ACA NRHQ: **Mr. Roger Neds**, Chief Counsel of ACA NR, led a brown bag lunch meeting on the topic of Suspensions and Debarments.

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Our personnel attended training:

CDCC and **DOC** personnel attended the Concentrated Course in Government Contracts from 25-28 April 05. The training was provided by Northwest

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Newsletter Editor

Joe Myers

757-788-3799

joe.myersjr@us.army.mil

Procurement Institute and held at the Barden Education Center. The "Improving Army's Customer Service" class had 20 CDCC personnel in attendance. Employees also attended "Tough as Nails Negotiators" training on 21 June 05. This training was funded by the Acquisition Support Center. Employees attended "Business Writing and Grammar" training at the Barden Education Center 27-30 June 05.

Ft. Hamilton: Ms. **Hillary Gonzalez** participated in Purchase Card Training at Fort Belvoir presented by Ms. **Angela O'Neal**.

NDU DOC: Mr. **Fred Steward**, Deputy Director of Contracting graduated from Personnel Management for Executives I on 16 Jun 2005 at the Army Management Staff College, Fort Belvoir, VA. **TSgt Susan Starks** attended Leadership Skills and Techniques (June 22-24) and Ms. **Martina Williams** attended Information Technology Acquisition (June 13-15) through Management Concepts.

DPG: Catherine Towsley and Tanya Humphrey attended CON 101 in San Diego. Tanya Humphrey, Catherine Towsley and John Kurek have been to Huntsville Alabama for CON 120. Elizabeth Reed and Stacey Wilde attended the ACBIS class. They reported they gained valuable information and experience in using the system. Congratulations to two of our Specialists who have gone back to school! Jane Lemmon has begun work on a bachelor's degree and Jim Keetch is taking classes towards a master's degree. Elizabeth Reed (SADBU) and Eric Vokt (Alternate SADBU) have completed CON 260A and are scheduled to attend CON 260B in January.



APG: Amy Hamilton, purchasing agent, completed the basic small purchase course via Internet. Debbie Treadway completed DAU course CON 101. Both employees are working toward purchasing agent certification.

Fort Leonard Wood DOC: BRTRC conducted training on April 19-20 on Management of Performance Base Contracts, which was attended by all 1102s.

Ft. Riley DOC: Supervisors attended a briefing given by Director, NW IMA addressing the IMA vision for future developments. Briefing emphasis included continued contract competition for BASOPS services.

Ft. Dix DOC: David Hess, Contract Specialist, has completed CON110, CON111, and CON112. Chad Galioto, Contract Specialist, has completed CON 100, CON 202 and CON 210. Greg Fiorillo, Contract Specialist completed CON 243. Claudette Lyons, Contract Administrator completed CLC 027 Buy American Act and CLC 004 Market Research. DA Intern Tina Ellis completed Intermediate Contract Administration and the Intern Seminar.

Ft. McCoy DOC: Mary Purpus of the Contracting Division completed CON 232, Overhead Management of Defense Contracts during the period 28 March 05 – 8 April 05. B.J. Eldien, Fort McCoy Director of Contracting completed the Sustaining Base Leadership for Managers (SBLM) Course 1 April 05. 100% of the 1102 personnel at DOC Fort McCoy successfully completed DAU's online Performance Based Services Acquisition. Sandy Baker and B. J. Eldien attended Business Intelligence/Business Objects Reporting Training 3-5 May 05. Laura McMann successfully completed CON 100 during the week 23-27 May at Fort Lee, VA.

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Joe Myers

757-788-3799

joe.myersjr@us.army.mil

Ft. Buchanan DOC: Contract Specialist **Dora Navedo** attended CON202.

ARCC's Melody Ciulo, Cost and Price Analyst, attended CON 353 the week of 25 April – 6 May 2005. **Annemarie Walsh**, Contract Specialist, attended a workshop on Work Classification & Project Approval on 11 May 2005. The workshop was sponsored by RDPW, Fort Dix and taught by the Facilities Policy Division of ACSIM. Also, Deputy Director **Pamela Lutz** and Supervisory Procurement Analysts **Raymond Blauvelt** and **Beth Mendell** attended the G4 Conference at ARMEDCOM in Pinellas Park, FL. Discussions were held on contracting procedures, PRWeb, and the Government Purchase Card.

ARCC Minneapolis Satellite Office: **Richard Hillard**, Contract Specialist completed CON 104B the week of 2 May 05. Mr. Richard Hall-Contract Specialist attended CON 100 at Fort Lee the week of 27 May 05.

ARCC North Little Rock Satellite Office: Contract Specialist **Jennifer Winkler** completed CON 112 and CON 237. **Nancy Sykes** completed CON 110, **Reta White** completed Simplified Acquisition procedures, **Jeanne James** attended DTS training 16 June 2005 and CON 244. Contract Specialist **Cindy Dangel** completed CON 210 Government Contract Law.

ARCC West Coast Contracting Office: **Vincent Chua**, Contract Specialist, completed DAU on-line courses for SAP Procedures, Commercial Acquisition, Contract Source Selection, Commercial Item Determination, and DOD Government Purchase Card Tutorial. He also completed FAI on-line courses in COR Mentor Program, Hub Zone Empowerment Contracting Program, and Competition in Contracting and Market Research.

ARCC Fort Totten Satellite Office: **Luis Mojica** completed CON 202 on 16-17 June.

ARCC Devens Satellite Office: **Susan Trudeau**, Contract Specialist completed CON 110 on 6 June 2005.

ARCC Salt Lake City Satellite Office reports that **Allan Cook** has completed CON 110.

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In addition to training, our personnel also attended conferences:

Ft. McCoy DOC: **Dave Olson** attended the North Central Regional Small Business Council (NCRSBC) Conference in Bloomington, Minnesota from 26 to 28 April 05. This semi-annual two-day training event featured speakers from the National Center for American Indian Enterprise Development, Defense Contract Management Agency West, Department of Labor Minneapolis District, Foley & Lardner Legal Advisors, General Accounting Office, U.S. Department of Veterans Affairs Center for Veterans Enterprise, SBA Hub zone Program, NISH, and the Department of Defense Office of Small & Disadvantaged Business Utilization. Mr. Olson participated in a group that reviewed and made comments to the proposed changes to the Standard Form 2579, Small Business Coordination Record. Seventy-six council members attend the event. **Ginger Edgerton** attended the 2005 Army IT Conference sponsored by ITEC-4 Army Small Computer Program. Ginger's attendance was part of McCoy DOC's ongoing efforts to partner with the IT community in appropriate application of Army IT policy and keeping abreast of upcoming policy reform.

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Newsletter Editor

Joe Myers

757-788-3799

joe.myersjr@us.army.mil

ARCC North Little Rock Satellite Office: Jeanne James attended the NISH Conference 22-25 May 05 in New Orleans, LA.

ARCC Fort Totten Satellite Office: Douglas Padar, Supervisory Contract Administrator attended the 2005 Army Information Technology Conference in Las Vegas 7-9 June.

Ft. Drum: DOC's Support Division Chief, Annie Semo, will be participating in the 10th Annual Financial Management Conference, "Transformation through Partnership", held in Orlando, Florida from 19 July – 21 July 2005.

Unusual things we bought this quarter.

Dugway Proving Grounds reports they are in the process of purchasing biological specimens, Bovidae (dead sheep). **Eric Vokt** has found a source and is pursuing acquisition. (thanks, DPG). Also from DPG (what are they doing out there????), we have been informed we will soon be receiving a funding document to procure Bacillus Anthracis manufacturing capacity. (Yes, it is what you think it is).

The **West Point DOC** just "bought" a multi-million dollar revenue-generating television broadcast contract to ESPN for the rights to televise Army home football games and various other Army sporting events over the next 5 years. Too bad they can't keep 1 percent for their troubles.

NRCC Bravo Division: Pat Hogston developed and issued a Basic Ordering Agreement (BOA) with Alutiiq Global Solutions to provide modular buildings at Army Installations. The BOA is posted on the NRCC website and available for use. To date, Alutiiq has been requested to provide proposals at several Army Installations for modular buildings estimated at \$170 million.

Ft. Lewis DOC: Issued a bailment agreement to test electric vehicle. **Pam Munoz** reports it didn't "work as advertised" but they will be trying that again when the bugs are eliminated.

Congratulations to our award winners

"Best of the Best" working at National Defense

University. TSgt Susan Starks of the NDU DOC was honored at the D. W. Steele Outstanding Enlisted Breakfast at the Crystal Gateway Marriott. It was a superb event and continued the tradition of honoring the "Best of the Best" of the Air Force's enlisted members in the National Capitol Region. In addition, TSgt Starks was a finalist for the Secretary of the Air Force Contracting NCO of the Year Award.



More awards for NDU. Ms. Eva Lewis, Small Business Specialist and Ms. Zelda Holmon, Administrative Assistant (Contractor), recognized for exceptional services provided during the Third Annual NDU Small Business Vendor Demonstration Day held February 10, 2005. Ms. Lewis and Ms. Holmon both received Certificates of Appreciation. In addition, Mr. John Hodges, President and CEO of Delta Research Associates, a Service Disabled Veteran Owned Company was recognized for the support provided to the event through their employee, Ms. Holmon.

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Newsletter Editor

Joe Myers

757-788-3799

DSN: 680-3799

joe.myersjr@us.army.mil

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This is how we measure how well we are doing.

CDCC announced their first and second quarter award winners:

1st Qtr FY05 Award Winners:

Contracting Professional of the Quarter – **Buttons Harden**

T.E.A.M. Award – **Maria Belino-Coffeen**

Spirit Award – Business Operations Division

2nd Qtr FY05 Award Winners:

Contracting Professional of the Quarter – **Sandra Tillman**

T.E.A.M. Award – **Rorri Waters**

Spirit Award – Business Operations Division

Education & Training Recognition Achievement Award – **Faith Ashton**
(Received Certification Level II)

CDCC wins awards for supporting Service Disabled Veterans. CDCC earned four of seven Champions of Veterans Enterprise Awards presented at the National Veteran's Small Business Conference. Awards went to: CDCC, Fort Belvoir, CDCC, A. P. Hill, CDCC, Arlington National Cemetery, and CDCC National Defense University, all of whom met or exceeded the Congressionally-mandated Service Disabled Veterans goal.

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ACA NRHQ: Wage Determination Initiative Nomination: **Roger Ash** actively participated in development and implementation of the Wage Determination Online program officially launched by the Department of Labor in November 2003. The American Council for Technology (ACT) selected this initiative as a finalist for one of the 2005 Intergovernmental Solutions Awards, "because it clearly demonstrates the tremendous progress government agencies at all levels are accomplishing through collaboration and the innovative use of technology." According to the ACT, the committee considered six criteria in making their selection and this program excelled in each of the following areas: intergovernmental collaborative; innovative and effective use of technology; business transformation; available and transferable, impact and results; and technology leadership. An awards luncheon took place on Tuesday 24 May.

ACA NRHQ: **Randy Loeb** received a Helping Hand certificate from **Ft. Monroe** Garrison Commander COL Allmendinger, for volunteer support to Ft Monroe community for 2004. Mr. **Tom Kobezak** retired this month as the Northern Region's Associate Director for Small Business after nearly 35 years of service. For his outstanding contributions to the Department of the Army, he was presented the Distinguished Exceptional Civilian Service Award by the Secretary of the Army, the Honorable Francis J. Harvey.



Tom Kobezak receives his award from Toni Wainwright for Mr. Harvey.

ARCC West Coast Contracting Office DOC, David Lipeles, was presented the Army Achievement Medal by LTG Helmly during a town hall meeting at Fort Hunter Liggett for contracting support in support of the Live Fire Exercise at Fort Hunter Liggett.

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Newsletter Editor

Joe Myers

757-788-3799

joe.myersjr@us.army.mil

Ft. McCoy DOC: Congratulations go to **Dawn Oswald** who was presented the Achievement Medal for Civilian Service for significant contribution during the period Mar 04 – Feb 05. Dawn set the standard in customer support, expertly managing 187 construction, supply and service contracts with an aggregate value of \$52.9 Million. Dawn also received an ACA, Director Northern Region coin presented by **Ms. Joann Langston**. **Claudia Derringer** received Certificate of Appreciation and a Commanders coin from the Installation Commander for her exceptional service while working as a member of the Fort McCoy Directorate of Training and Mobilization cross-functional Commercial Activity (A-76) Study Team. Claudia also received an ACA, Director Northern Region coin presented by Ms. Langston. **David Olson** was Officially Commended for demonstrating superior initiative, exceptional technical ability, and sound leadership skills, serving as both the Contract Administrative Division Chief and the Acting Director of Contracting during 1 Jan – 1 Apr 05. Dave also received an ACA, Director Northern Region coin presented by Ms. Langston. **Ms. Claudia Derringer** and **Ms. Virginia Edgerton** were both recognized for Twenty Years of Service with the Government of the United States of American. HOOAH!! On 25 May the JROTC Department of the L. L. Wright High School located in Ironwood, MI presented **Bernadette Honish** with a unit coin and a T-shirt for her assistance in the GPC Program.

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Prestigious GSA award presented to Mary Pat Shanahan of Corapolis Satellite Office.

Mary Pat Shanahan was presented with the FY05 Ida Ustad Award for Excellence in Contracting at the GSA Federal Acquisition Conference and Exposition Awards Luncheon held 8 June 05 in Washington, DC. Also attending the event were ARCC Director-**Marvin Kastberg**, ARCC Deputy Director **Pamela Lutz**, and ACA NR PARC-**Joann Langston**. For more, click [here](#).



NRCC: Alpha Division: **Pamela Gates** and **Dascine Drumgold** received a Certificate of Appreciate for their outstanding support provided to the Training Operations Management Activity, Deputy Chief of Staff for Operations and Training, TRADOC.



Figure 2
*LTC Jeffery Slaker
presents to Dascine
Drumgold*



Figure 1
*LTC Jeffery Slaker
presents to Pamela
Gates.*

Shaunda McManus, Sandra Diggs, and Tom Wilson. The 10th Transportation Battalion presented **Shaunda McManus** with a Coin for her

DOC Fort Eustis – The 24th Transportation Battalion presented several DOC employees with coins for exceptional support to include transportation vessel TSV Spearhead. DOC employees recognized were **Terry Hyatt-Amabile, Christine Pallazza, Pat Niles,**

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Newsletter Editor
Joe Myers
757-788-3799
joe.myersjr@us.army.mil

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Newsletter Editor

Joe Myers

757-788-3799

DSN: 680-3799

joe.myersjr@us.army.mil

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This is how we measure how well we are doing.

VERA/VSIP window opens for last time this fiscal year. According to a memo issued on July 11, 2005, the last VERA/VSIP window is July 13-27. As a tool to achieve restructuring goals, ACA has been granted authority to approve VSIP (Voluntary Separation Incentive Pay) when the vacancies created will be used to reshape or reduce the organization to meet mission needs. The incentive is a lump sum or installment payments of up to \$25,000 targeted to employees in positions that have been proposed for restructuring or reduction and applies only to voluntary separations, i.e., optional retirement, resignation, or voluntary early retirement. This restructuring and reduction VSIP is a management tool and not an employee entitlement. Each incentive offered must be based on management decisions designed to meet organizational objectives. To read more about this retirement option, click [here](#).

DTS and Government Travel Card become mandatory. The Assistant Secretary of the Army for Financial Management and Comptroller has directed ACA HQ to *"deploy and implement DTS at all installations where DTS has been fielded by the DTS Program Management Office (PMO) and Defense Finance and Accounting Service (DFAS). In the National Capital Region where ACA offices are not located on an Army installation, DTS should be self-deployed through coordination with the DTS PMO and ACA Headquarters."* (ACA HQ memo dated Jun 30, 2005).

In addition, effective Oct., 1, 2005, the government travel card is the required method to pay for official travel expenses. The above memo recommends all personnel required to perform temporary duty be issued a government travel card.

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Welcome!

From the ACA NR headquarters staff. We have a new employee, **Cindy Otwell**. She has joined the Resource Management office.

New faces abound throughout the Region.

DOC Leavenworth: **Leslie "Dawn" Messer**, Contract Specialist, Construction Division reported for duty on 18 April. **Billy Wineinger**, reported 12 Jun 05, and was assigned to the Mission Division. **Robert Wesp**, GS-11, reported on 26 Jun 05. Bob was assigned to the Supply & Services Division.



Dugway Proving Grounds: **Lester Pagano** joined our workforce as GS-11 Contract Specialist. They are sure he will be a great asset to the office.

Aberdeen Proving Grounds: Additional personnel have reported to the DOC this quarter: **Tammy Simms**, Management Assistant; Facilities Branch welcomes **Dale Reavis**, Contract Specialist and **Linda Askren**, Purchasing Agent, who reported for duty on 4 Apr 05. **Alison Gannon** joined the USAEC support team on 15 May. **Barbara Kuklinski**, Contract Specialist, joined the Technology Branch in June 2005.

Northern Region Contracting Center Alpha Division welcomes the addition of **Ms. Darlene Pemberton**. She will be the Procurement Analyst at **Ft. Leonard Wood** supporting the MANSEN mission. They also welcome

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Joe Myers

757-788-3799

DSN: 680-3799

joe.myersjr@us.army.mil

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This is how we measure how well we are doing.

the addition of **Ms. Joyce Turner**. **Charlie Division** welcomes **Mr. Steven Spencer** who comes from the Fort Monroe DOIM. He will be one of three Systems Administrators supporting the entire NRCC. **Ms. Bonnie Perry** joins from SDDC and is assigned to the General Support Division 3.

The Ft. Dix DOC welcomes Contingency Contracting Officer Major **James Craig** to the DOC team.

ARCC Wichita Satellite Office is pleased that Contract Specialist, **Kay Brundage** was brought on board in May 2005.

ARCC Seattle Satellite Office adds **Dean Hayes**, Contract Specialist, to their office on 16 May 05.

ARCC Fort Totten Satellite Office announces that **Lisa Assim** joined the staff on 1 June 05, filling the vacant Contract Specialist position

Capital District Contracting Center is pleased to announce that Ms. **Eleanor Hall** was selected a position at Arlington National Cemetery. Mr. **Kenneth Mitchell** began work as the **Ft. Myer DOC** effective 26 June. **CPT Joshua Drewitz** entered on duty 20 June 05 as a Contract Attorney.

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Farewell and Best Wishes

NRCC: Arethalia "Laverne" Whitfield took a job with the Navy. Upon her departure from NRCC she was presented with the Achievement Medal for Civilian Service. Ms. Whitfield had been with us for over 11 years. **Linda M. Mines** received a promotion and went to SDDC in Alexandria, VA. She was presented the Achievement Medal for Civilian Service. Ms. Mines had been with us for over 15 years. **Rufus Gates, Jr.** joined the Contracting Center as a DA ACTEDS Intern. He has taken a job with the Veterans Administration in Augusta, GA.

Ft. Myer DOC: Jim Wright's last day was 10 June. His new work location is ITEC4.

DPG: Jason Payton accepted a position at Tooele Army Depot. His last day was 23 June. **Bernadette Wolfe** (Management Assistant) left in early July to pursue a career with the State Department.

DOC Leavenworth: A farewell luncheon was held for **MAJ Lynda Royse** on May 17. She was presented with a framed print of Fort Leavenworth. Between preparing for her move and one final TDY, she was out for most of June. She officially signed out on 8 July for her PCS leave. Lynda has been good worker, leader, and teacher. All will miss her.

Fort Drum DOC said goodbye to **Kathleen Countryman** who retired on 24 Jun after more than 30 years of Federal service. She was an invaluable employee within the Fort Drum DOC for more than 23 years, with 20 years as the Chief, Purchasing Division. Her acquisition expertise and institutional knowledge of installation processes and organization will be greatly missed by DOC, our customers, and contractors. Kathy's replacement, **John Stinson**, reported to Fort Drum on 11 Jul. John previously worked at Fort Drum DOC from 1987 thru 2004 as a Contract Specialist, and went to work at Department of Transportation in Sterling, VA. His return to Fort Drum as Chief, Purchasing Division helps greatly to maintain responsive and quality contract support for our customers.

People of note

Congratulations on these Promotions:

Army Reserve Contracting Center welcomes **Diane Fillebrown** as the Supervisory Contract Administrator at the **ARCC Devens Satellite Office**. Diane was previously in a Contract Administrator position where she demonstrated her technical skills and leadership abilities.

Fort Dix DOC: Contract Specialist, **Torrence Trappier**, assumed the responsibilities of Chief, Contracting Division effective 29 May 2005 until selection can be made from the recruitment action.

NDU DOC: Mr. **Fred Steward** was promoted to Deputy Director.

Ft. Drum DOC: **Cynthia Gillette** was selected to fill Supervisor, Acquisition Division/Deputy DOC position, effective 27 June 2005, vacated by **Regina Miller's** departure on 27 May 2005. Cindy is Level III certified and has performed the duties of Lead Contract Specialist at the Fort Drum DOC for over 7 years. She also has exercised the authorities and responsibilities as an unlimited contracting officer for over 10 years. **John Stinson** was selected to fill Supervisor Purchasing Division position, effective 11 July 2005, vacated by **Kathy Countryman's** retirement on 30 June 2005.

Dugway Proving Grounds: **Jane Lemmon** was selected as the Contracting Division Chief. Jane has a long history (and the accompanying knowledge) at Dugway in the Contracting Office and will be a valuable asset in this position.

NRCC: **Ms. Judy Leverett** has received a promotion and joined the Vessels Branch as a Contract Specialist.

APG: **Bonnie Zander**, contract specialist, was promoted to a GS-12.

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Newsletter Editor

Joe Myers

757-788-3799

joe.myersjr@us.army.mil

Other employee notes:

ARCC Coraopolis Satellite Office: **Mary Pat Shanahan** will be on maternity leave beginning 1 July 2005.

Northern Region Contracting Center welcomes the addition of **Mrs. Melinda Simmons-Healy** who comes from the **ACA NRHQ** at Fort Monroe. She will be the Supervisory Procurement Analyst. **NRCC** also welcomes home **Liesa Belcher** from her 6-month tour of duty as an EEDAC supporting Operation Iraqi Freedom from Baghdad.

Fort Eustis DOC is pleased to announce that **Mrs. Gay Gregory**, Purchasing Agent, who was selected in the Army Tuition Assistance Program (ATAP), successfully completed her Bachelors Degree in Business Management. Her goal is to become a Contract Specialist 1102 and one day serve as a Contracting Officer in the DOC.

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Joe Myers

757-788-3799

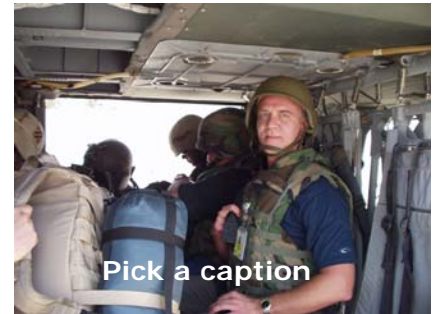
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Remember...

Please remember our colleagues who are overseas.

During this time of military actions around the world, remember our fellow military and civilian contracting and contingency contracting people- from all of the military services and civilian agencies- currently serving in Afghanistan, Iraq, and other overseas locations. **MAJ Rusty Dooley** who left Ft. Drum for Iraq last January, **Doug Packard**, ACA NR, who has been in Iraq since April and **LTC Daniel Perotta**, ARCC who arrived in Iraq in May.

Doug Packard sends us this picture through ACA NR Executive Officer, **MAJ Robert Shelton**. MAJ Shelton provides the following caption choices. You choose your [favorite](#).



View From The Trenches

Speaking of LTC Daniel Perotta...

The question of how best to train Contingency Contracting Officers (CCOs) transforms from theory to real life once in the field. Read about **LTC Perotta's** experience and his ideas for making things better by [clicking](#) here.

Happenings

Carlisle Barracks purchasing agent saves historic trees.

The Carlisle Banner base newspaper reports that 38 historic trees were moved to make room for construction under the Residential Communities Initiative. **Chris Ellerman**, Purchasing Agent, worked the contract action expeditiously, after the customer submitted it at the last minute with a very short deadline due to the spring planting season for this type of transplanting. To read the



Figure 3

ACA NRHQ leadership meets with contractor group. (l-r) **Ted Geesey**, Cube, Inc., **Debbie Emerson**, ACA NR, **Joann Langston**, Director, ACA NR, **Don Fitzgerald**, ACA NR and **Jim Griffin**, VT Griffin Services.

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Meets with Contractor Group to Opportunities

As part of its Business Development (BD) Committee initiatives, representatives of the Contract Services Association of America BD committee met with officials of **ACA NRHQ**. These meetings are part of a larger effort to

enhance the Government marketplace for CSA members, and address issues of mutual concerns between CSA members and the Government agencies.

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Virginia Industries for the Blind opens brand new Fort Eustis Supply Store.



The Virginia Industries for the Blind (VIB) held its grand opening of the **Fort Eustis** Supply Store on 23 June 2005. **COL Ronnie T. Ellis**, Fort Eustis Garrison Commander, **Duwayne Gibertson**, National Industries for the Blind and **Robert C. Berrang**, Virginia Industries for the Blind conducted the ribbon cutting ceremony.

Most noteworthy guests include **Ms. Joann Langston**, Director Army Contracting Agency - Northern Region, **Ms. Diane Devens**, Director Installation Management Office - NERO and numerous Commander/Director's located at **Fort Eustis**.

The Fort Eustis Supply Store will be open during normal working hours, 5 days a week to provide the installation with much needed office supplies and equipment. Purchase cardholders at Fort Eustis, Fort Monroe and Fort Story are encouraged to utilize the VIB store to obtain mandatory Javits-Wagner O-Day (JWOD) type items and for other office supply needs.

The VIB is a self-funded division of the [Virginia Department for the Blind and Vision Impaired](#) (DBVI). VIB is dedicated to enhancing the quality of life for persons who are blind by providing an opportunity for career development. The mission of the Department for the Blind and Vision Impaired is to empower blind, visually impaired, and deafblind individuals to achieve their maximum level of employment, education, and personal independence.



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National Boy Scout Jamboree support underway.

Fort A. P. Hill is currently awarding contracts in support of the Boy Scout Jamboree to be held 25 July through 3 August. The contracts are for logistical support to the various military services. It is expected that over 40 thousand personnel will camp out at Fort A. P. Hill. In addition, it is expected that there will be in excess of 40,000 visitors per day for a total of over 80,000 personnel at A. P. Hill per day during the Jamboree.

Possible history made at Fort Carson.



Ft. Carson has successfully awarded what is believed to be the first Food Service contract in the DoD to a State Licensing Agency (SLA) under the Randolph Sheppard Act with mandatory subcontracting to a NISH organization in compliance with Deirdre Lee's policy dated Oct 10, 2003. As with any unprecedented action, the award did not come to fruition without overcoming a fair amount of concerns and complexities. However, the DOC ably worked through the issues and early indications are that the arrangement will be successful.

Feedback is always welcome!

Newsletter Editor

Joe Myers

757-788-3799

DSN: 680-3799

joe.myersjr@us.army.mil

Send your ICE comments to:

http://ice.disa.mil/index.cfm?fa=card&site_id=174&service_category_id=14&service_provider_id=14429

This is how we measure how well we are doing.

Feedback is always welcome!

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Showcase Day brings together contractor, requiring activity, and contracting personnel

The first **Aberdeen Proving Grounds** Small Business Showcase Day was conducted on 30 June 2005. This innovative concept, developed by the ACANR APG SADB, brings together new small business sources, requiring activity personnel, and contracting officials to exchange information regarding federal procurement procedures, local contracting opportunities, and small business capabilities. The first Showcase event focused on Service Disabled Veteran Owned Small Businesses (SDVOSB's) active in construction-related work. This event was highly successful and future Showcases are being scheduled to explore service and technology SDVOSB providers that afford the Army and APG either new capabilities or capabilities known to be in short supply, with an emphasis on services required during and after BRAC implementation.

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It may be a shocking subject, but electricity privatization is underway at Ft. Lee.

Linda Terrell administers the new **Ft. Lee** contract with Dominion Power and you can read more about how she keeps the current flowing and customers cool by clicking [here](#).

Deconstruction - The Future of Reuse and Recycling Materials

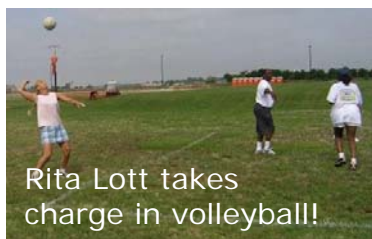
What do the HarborPointe Community Church in Hampton VA, a wood floor manufacturer in central VA, and the Virginia State Police have in common? They all used materials from buildings damaged by Hurricane Isabel provided through a **Ft. Monroe** deconstruction contract. For more on this innovative way of dealing with wreckage and debris, click [here](#).

TRADOC Organization day is a great success!

ACA NRHQ steps up to the Organization Day plate to score trophies for the Co-Ed Canoe race and the 3-legged race. In addition to the sports achievements, ACA NRHQ staff showed superior aptitude for grilling and chilling plus having a great time.



A heated review at the grill.

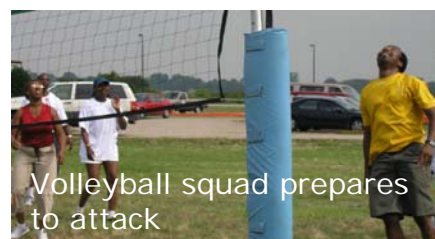


Rita Lott takes charge in volleyball!

Unfortunately, no time was reported for Ms. Langston and the rest of the staff members joining her for the 3K Fun Run/Walk.

Thanks to

Bernard Franklin for coordinating our participation with the TRADOC organizers.

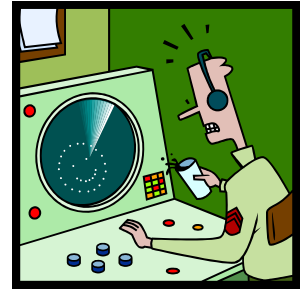


Volleyball squad prepares to attack

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On the regulatory radar

DAR Council considers improving contracting for **A/E Services, Allowing Bid and Proposal Costs for Teaming Arrangements, Incremental Funding Fixed Price contracts** and more. Click [here](#) for all the latest.



CIVTRACKS is on track to keep track of contractor personnel on the battlefield.

The Army Civilian Tracking System (CIVTRACKS) will be used to account for contractor personnel who deploy OCONUS in an operational theater on UNCLASSIFIED missions. CIVTRACKS is a web-based utility for maintaining accountability of civilian personnel, both civil service and contractors, who deploy. Who needs to track them? Click [here](#) to find out more.

Incentives for Use of Performance-Based Contracting for Services (FAR Case 2004-004).

This final rule amends the Federal Acquisition Regulation (FAR) to provide Governmentwide authority to treat performance-based contracts or task orders for services as commercial items, if certain conditions are met. Agencies must report on the use of this authority. This change implements sections 1431 and 1433 of the National Defense Authorization Act for Fiscal Year 2004 (Pub. L. 108-136) and is intended to promote the use of performance-based contracting.

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Competition Requirements for Federal Supply Schedules and Multiple Award Contracts.

DFARS Proposed Rule 2004-D009 rule updates and clarifies requirements for promoting competition in the placement of orders for supplies or services under Federal Supply Schedules or multiple award contracts. The proposed rule-

1. Establishes approval requirements for noncompetitive orders exceeding \$100,000, consistent with the approval requirements found in the FAR;
2. Adds PGI guidance on the appropriate use of exceptions to competition requirements;
3. Relocates procedural requirements for use of Federal Supply Schedules to PGI; and
4. Makes additional changes for consistency with current FAR requirements for use of Federal Supply Schedules.

Additional information on this proposed change is available at <http://www.acq.osd.mil/dpap/dars/dfars/changenotice/index.htm>.

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Joe Myers

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DSN: 680-3799

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This is how we measure how well we are doing.

DoD implements OFPP guidance on Use of Brand Name Specifications

Back in April 2005, OFPP issued guidance regarding using brand name specifications. Specifically, OFPP requested agencies take steps to mitigate brand name usage, including publicizing the justification to use brand names specifications with the contract solicitation when the solicitation is posted on the Federal Business Opportunities website.

DoD has taken that "request" further. DoD implementing guidance **requires our compliance** (DFARS 211.1). Read more by clicking [here](#).

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JWOD Program to shift Base Supply Centers (BSCs) from Memoranda of Agreement (MOAs) to Contracts.

The Committee for Purchase from People Who are Blind or Severely Disabled hopes to convert Base Service Centers originally established on the basis of Memoranda of Agreement (MOA) to BSCs established by No Cost Service Contracts. To understand their rationale and the benefit to Centers and DOC's, [click](#) here.

A contractor's subcontracting efforts to come under greater scrutiny.

The DAR Council is proposing to amend the FAR to require past performance evaluation of certain orders, and to ensure that subcontracting management is addressed during evaluation of a contractor's past performance. For more on this, click [here](#).

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From our Customers

What We've Got Here is a Failure to Communicate

All you Paul Newman fans will remember this famous line from the 1967 film "Cool Hand Luke". How does this relate to the topic of management and oversight of service contracts? **Debbie Ramirez**, our eyes and ears at **TRADOC**, shows how we can better serve our customers. Her secret is only one [click](#) away.

Our customers were featured in the news recently.

Ft. Drum-based soldiers return from Iraq and Afghanistan to face a new enemy- aliens from outer space.

Ft. Drum-based soldiers from the 10th Mountain Division Soldiers like Army Staff Sergeant **Jerry L. Stover** of Cleveland, OH and **Kenneth Wright**, of Bakersfield, California got to meet the likes of director Steven Spielberg and the film's stars Tom Cruise and Dakota Fanning. Read why by clicking [here](#).

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TRADOC Commander receives award from the German government.

Gen. Kevin P. Byrnes is honored for his commitment to improved military relations between the two countries. The full story and picture is just one [click](#) away.

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Purchase Card Corner

Ft. Leonard Wood team brings help to their customers.

A special recognition goes to the Government Purchase Card Team at **Ft Leonard Wood**. After receiving numerous complaints from cardholder officials who were experiencing difficulty accessing the DAU online training, A/OPCs **Susan Martin** and **Emma Vigus** developed/published the following DAU Instructional Guides with detailed information/tips for accessing DAU online training:



- ▶ Tutorial for Students Enrolled at DAU;
- ▶ Tutorial for Students not Enrolled at DAU;
- ▶ Refresher Training for Students Enrolled at DAU;
- ▶ Refresher Training for Students not Enrolled at DAU.

Ft Leonard Wood provided electronic copies of the instructional guides to ACA NR to share with other installations and ACA Regions. KUDOS to Susan and Emma! This information will soon be located in the "Reference Section" on the ACA NRHQ website at <http://www.aca-nrhq.army.mil/>.

Army Purchase Card A/OPC's to gather in Boston.

The 7th Annual GSA SmartPay Conference will be held August 29 through September 1, 2005 in Boston, MA. The conference is designed for Agency/Organization Program Coordinators (A/OPCs) and will provide over 220 lectures, hands-on electronic access training, and best practice roundtables for managing government purchase card programs. Attendance is mandatory for A/OPCs, in accordance with the Army Purchase Card SOP, paragraph 14c. A/OPCs who are in a contracting series can earn up to 22 CLPs for attendance.

Strategic Planning

Goal 4. Cultivate an innovative and vibrant workforce with highly developed leaders.



The ACA NR Strategic Plan was officially kicked-off at the PARC Quarterly VTC on July 7. As the Region begins down the road outlined

Feedback is always welcome!

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Joe Myers

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joe.myersjr@us.army.mil

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This is how we measure how well we are doing.

in the Plan, progress will be reported periodically. Goal 4, our professional development goal has this objective:

Supporting our experienced and dedicated workforce while building leaders will create better personnel capabilities for the future.

One way to track our progress is to see how many awards our experienced and educated workforce is nominated for and receives. To see how we have done so far, click [here](#).

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On the Money

Is that piece of paper the hotel gives you a proper receipt?

There is specific information that must be included on a hotel's statement to be a valid receipt to make a travel claim. The "express" statement hotels provide "for your convenience" may not constitute such a receipt. To find out what you need to know before you go, click [here](#).

DTS Hint for the quarter.

Jean Melson says that you should use the DTS Hotel Reservation module, unless you are attending a conference with blocked rooms, are going to a BOQ or a Lodging Success area. Also use the rental car module when applicable. If you cannot find what you need in DTS, put a message detailing your request in the remarks to the CTO.

Short Notice Travel Is Possible on DTS

Just got a call that you have to visit a contractor's facility or worse, you have to report to ACA for a briefing and you have to leave ASAP? Believe it or not, you can get your travel orders through DTS. To find out how, click [here](#).

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Career Program and You

The increasing costs for no-shows to DAU courses forces new cancellation policy.

In policy memo signed by **LG Joseph Yakovac**, Acquisition Career Management has implemented the attached policy/procedure pertaining to "no-shows" for DAU training **effective immediately**. Read a summary of the new, stricter policy by clicking [here](#).

New, one-stop registration for DAU courses and continuous learning modules.

As of April 2005, members of the AT&L workforce will have a single place to register for DAU certification and continuous learning opportunities via the [Army application portal](#). Army military and civilian students will be able to use the [ATRRS Internet Training Application System](#).

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Newsletter Editor

Joe Myers

757-788-3799

DSN: 680-3799

joe.myersjr@us.army.mil

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This is how we measure how well we are doing.

Acquisition Tuition Assistance Program (ATAP) Policy

In the past few days ATAP policy has been placed at website:

http://asc.army.mil/docs/programs/atap/ATAP_POLICY6_14.doc

This policy is very well written and answers questions that have never been addressed before in the instructions for application to ATAP. For ATAP applicants, supervisors and anyone else interested in the program, click [here](#).

Alternate Funding For University Courses

The CP-14 Contracting and Acquisition ACTEDS training catalog is at website:

<http://cpol.army.mil/library/train/catalog/ch03cp14.html>

The Competitive Professional Development (CPD) within the Contracting and Acquisition Career Program (CP-14) tries to find ways to stretch training dollars across a wide spectrum of training, education, and developmental activities. Included are University Training (full-time, and specific part-time), Developmental Assignments, Cross-Training, Fellowships, Acquisition Reform Training, Acquisition Excellence Training, Management/Executive Training Programs. To learn more, click [here](#).

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Other notes of importance are:

University Training Course study must be from an accredited institution in any of the following academic disciplines: accounting, business finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, and organization and management as prescribed in 10 USC 1724. Evaluation of Government completed courses should be submitted to the University for credit to avoid duplication

For General guidance on University Training, please consult the General Information section of Chapter 3 at website:

<http://cpol.army.mil/library/train/catalog/ch03gen.html>

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Acquisition Lessons Learned Management System (ALLMS)

I recommend you check out this website:

http://asc.army.mil/divisions/com/all_oview.cfm

You'll find acquisition lessons learned collected from Army acquisition programs, academic research papers, contingency operations, Program Executive Officer and Program Manager end-of-tour reports, reports of contract protests and other acquisition-related efforts, events or activities.

The Research Topics module of ALLMS is designed to serve as an educational tool for the Army Acquisition Workforce to facilitate the identification and selection of appropriate subject matter for theses and research papers.

Work Force Members Pursue Education and Leadership Goals

Click [here](#) to see those work force members who are currently enrolled or just enrolling in degree-seeking programs as well as those just completed or enrolled in leadership courses. We give our heart felt congratulations to

Notice: Links to commercial resources are for informational purposes only and are not intended to be endorsements of any product or service by the U.S. Army or the Army Contracting Agency.

those who have just graduated or who will soon receive their degrees.

Also, congratulations to all who are seeking leadership skills. While improving your chances for career advancement, you are giving the government the benefit of your advanced knowledge and upgraded skills. We encourage each of you to keep up the good work. To see who is getting ready to move forward in their careers, click [here](#).

If your name has been left out of either list, please contact [Linda Padgett](#).

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Newsletter Article Submission

The newsletter editor needs your help.

He can write stories about the goings on around the region all day long. However, it is your input that makes the stories true. Click here for assistance in writing that article that you have been asked to send in. While not fool-proof, this can be that helping hand you may need.

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Congratulations to our Award Winners

Congratulations Mary Pat Shanahan!

Pam Lutz

Deputy Director

Army Reserve Contracting Center



(l-r) Marvin Kastberg,
Pamela Lutz, Ms. Joann
Langston, and Mary Pat

It gives me great pleasure to announce that Mary Pat Shanahan, Supervisory Contract Administrator, ARCC Coraopolis Satellite Office, supporting the 99th RRC, has received the Ida Ustad Award for Excellence in Acquisition. This award is sponsored by the General Services Administration and is open to all employees in the 1102 series throughout the Government, not just the Department of Defense. This annual \$5000 award recognizes an individual employee whose actions demonstrate or embody the concept of "contract specialist as business leader/advisor."

Candidates for this award were judged on the following criteria:

- Instituted innovative approaches which have lowered prices and/or improved the quality of performance the Government receives from its contractors.
- Served as business advisor/leader, focusing on both the customer and the market and bringing the two together effectively.
- Commitment to professional development both organizationally and personally.
- Accomplishments resulted in substantial small business participation.

Mary Pat received this award on 8 June at an awards luncheon at the Federal Acquisition Conference and Expo at the Washington DC Convention Center, Washington DC. We cannot be happier for Mary Pat. Also attending the luncheon were ARCC Director-Marvin Kastberg, ARCC Deputy Director Pamela Lutz, and ACA NR PARC-Joann Langston.

Just a word about the Award: The Ida Ustad Award for Excellence in Acquisition honors Mae Ustad, Deputy Associate Administrator for Acquisition Policy in the Office of Government-Wide Policy, General Services Administration, who died 29 November 1999 in Rockville, Maryland. She earned a well-deserved reputation throughout the Federal Government and with private industry for providing expert acquisition and procurement advice. This annual \$5000 award recognizes an individual Government employee whose actions demonstrate or embody the concept of "contract specialist as business leader/advisor."

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Remember...

Captions for Doug Packard's picture:

A. **Doug Packard, ACA NR** Deputy Director, is currently serving as the PCO Deputy PARC in Baghdad, Iraq. This photo was recently taken prior to departure from the Green Zone enroute to a mission at Camp Victory at the Baghdad International Airport (BIAP)."

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Or,

B. “**Doug Packard, ACA NR** Deputy Director, is currently serving as a Navy SEAL team leader. This photo was recently taken prior to departure from the Green Zone enroute to a secret destination where he personally captured Osama Bin Laden.”

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News you can use

ACA SR mobilization support contract (CSBS) ready for use.

Notes from the latest CSBS Update, dated 1 July 2005. As of 22 June 2005 GAO has denied all protests against the CSBS awards. The automatic stay is lifted and the CSBS ID/IQ contracts are ready for immediate use. ACA SR states that if you have a new requirement for mobilization services you are required to use the CSBS ID/IQ contracts.

To maximize the use of the CSBS contracts the following guidance for interim “Short Term” support is offered:

- Modification to local contracts: Issue local contract modifications specifically to provide interim CSBS support to expire.
- New contracts: Local short-term contracts awarded for interim CSBS support should be thoroughly reviewed for an appropriate period to end services; e.g., at expiration of base period, completion of current task order(s). No new task orders should be issued or options exercised under any local short term contracts, which may now be supported by the Master CSBS Contracts.
- Temporary Hires: Local procedures should be followed to terminate temporary hires. CSBS contractors are not obligated to hire terminated temporary employees; however, there are no restrictions against CSBS contractors contacting terminated personnel for hiring purposes.
- Termination of contract actions or performance periods that will incur settlement costs to cease performance is not advocated.
- Task Order requirements that have been approved and funded by IMA but not yet awarded may continue; however, the shortest performance period should be considered. No contract options should be exercised as of this notice, unless coordinated and approved by the CSBS Contracting Officer and IMA HQs.

The CSBS ID/IQ Contracts and Ordering Guide were provided in CSBS Update No. 8. Both publications are be posted on the ACA NR AKO website for downloading for your use.

A Post Award Conference for all CSBS contractors is planned for mid-July 2005. Government personnel may attend.

Any future updates and contract specific guidance will be provided by Mr. Heven Ford, CSBS Contracting Officer, fordh@forscom.army.mil

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PRWeb statistical information has been added to the ACBIS.

A report titled **PRWeb Statistics** is available under the Workload Management Module for Fiscal Year 2005. The report contains three different views of the PRWeb data. All reports contain drill down capability on the organization down to the PRWeb user id.

Notice: Links to commercial resources are for informational purposes only and are not intended to be endorsements of any product or service by the U.S. Army or the Army Contracting Agency.

- *Activity by Quarter* provides the percentage activity of enabled users by quarter.
- *Enabled Users* shows enabled users that have created or updated a purchase request during the reporting period. It also provides drop down filter capability to determine who is authorized to create and/or approve purchase requests.
- *Disabled Users* shows disabled users that have created or updated a purchase request during the reporting period. It also provides drop down filter capability to determine who is authorized to create and/or approve purchase requests.

Source: ACBIS Newsletter, July 2005, click on the online version at:

<https://seclleebiis.sdcl.lee.army.mil/Wiasp/Interface/NewsLetters/ACBISNewsletterJul2005-V01.pdf>

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Acquisition Planning Module (APM) Enhancements

The Acquisition Planning Module is now available for use. The Acquisition Planning Module (APM) is the Army's first automated tool to support Army-wide installation level acquisition planning accessible by the requiring and acquisition activity alike. The APM can be accessed from the [ACBIS web page](#). An [APM user manual](#) is also available on the ACBIS web page. A request for access to the APM should be submitted via the [ABCAS Help Desk](#). Please indicate if you are a government employee or a contractor when request for access is submitted for the APM.

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Workforce Restructuring And Reduction VSIP Provisions And Procedures

ERA/VSIP window opens for last time this fiscal year. According to a memo issued on July 11, 2005, the last VERA/VSIP window is July 13-27.

As a tool to achieve restructuring goals, ACA has been granted authority to approve VSIP (Voluntary Separation Incentive Pay) when the vacancies created will be used to reshape or reduce the organization to meet mission needs. The incentive is a lump sum or installment payments of up to \$25,000 targeted to employees in positions that have been proposed for restructuring or reduction and applies only to voluntary separations, i.e., optional retirement, resignation, or voluntary early retirement. This restructuring and reduction VSIP is a management tool and not an employee entitlement. Each incentive offered must be based on management decisions designed to meet organizational objectives.

The incentive amount is the lesser of \$25,000 or the amount an employee would be entitled to under the severance pay formula. The amount of separation incentive is not discretionary or negotiable.

For eligibility criteria and more information, contact Kit Lindfors at DSN 680-5581 Comm (757) 788-5581 or e-mail her at lindform@monroe.army.mil.

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View from the Trenches

HOW YOU CAN HELP PREPARE OUR CCO'S FOR BATTLE!

LTC Daniel Perotta

Greetings from Iraq, everyone. First off let me tell you that **Doug Packard** and I are safe and sound. Doug is in Baghdad making all the right moves and I am up here in LSA Anaconda, Balad. Arriving in-country was a shock to the system, getting blasted with 100+ degree heat but you acclimate quickly and forgot about it with the 14-16 hour workdays!!

Yes the work is challenging, but it is no different from what we do at an Installation. Things are made easier by a Micro-purchase level of \$25K and SAP threshold of \$1M, but the bottom line is taking care of our customers.

The best way we do that is being the Business Advisor, providing acquisition planning, advice and education to the customer. The prevailing customer attitude is that everyone wants everything NOW and states the mission will not succeed without it. The balancing act is getting all to understand that not everything is an emergency and with proper planning and the right acquisition vehicle we can get the mission done in the most cost effective and efficient manner. These are the basic skills we all possess by working at an Installation Contracting Office; unfortunately, our CCO soldiers do not have the luxury of this same expertise!!

The one thing I have learned most is that my worst fears were realized- the Army is not doing a good job of preparing our soldier to support this CCO mission. Our soldiers do not possess the same skill set as our Air Force counterparts and we need to fix the system to properly prepare our acquisition soldiers. The bottom line is this: the way we currently prepare our soldiers is broke and has to be fixed.

This is not new to any of you, especially those who are overwhelmed with a large number of CCOs who you are responsible for. As an Installation DOC I have a unique perspective that most other Acquisition Officers don't! I understand the Installation DOC's strengths and capabilities and what they can and cannot do. We cannot overwhelm a DOC with 10, 15 or 20 CCOs because there just isn't the time or capability to properly train them!!

We need to implement the Contracting Team concept immediately and spread all these teams to all Army's Installations and not concentrate great numbers of soldiers at only a few DOCs. Having just a small number of soldiers will allow us as DOC's to properly train and prepare our CCOs and they won't be fighting for work or mentorship.

Further, one National Training Center (NTC) rotation does not adequately prepare a CCO for the CCO mission. The prevailing thought I kept hearing was, send the soldier to the NTC and then they are prepared for the mission. While the NTC does a great job of preparation, the short time a soldier is at the NTC and variety of work available does not prepare them for theater CCO duties. In-theater, CCOs are doing the full range of acquisitions including construction. No one gets that experience at the NTC because it is not required. We need to maximize the opportunities we have at the DOC's and get our soldiers trained.

Also, we need to take the Army leadership to task to understand the complexity of our profession. Commanders MUST allow the CCOs to train on their craft and not to be pulled away to support other activities. Commanders also need to be an active participant in the process and take the responsibility to check up on their soldiers. They must ensure their CCOs are getting the proper training. If this was an Infantryman, there wouldn't be any doubt the Commander knew how well his soldier was doing.

Also, they should be following up on their soldiers support to the DOC, what has the soldier been doing, have they been productive, are they disappearing for hours at a time??? I have heard from DOCs how some CCOs "scam" and are never around. This is where the communication with a Commander is vital.

We need to hold Commanders responsible and let them know what is going on. Further, we have to have the "hammer" to hold a soldier responsible for their effort and training. They have to know what our expectations are of them and that they will be held to the same standard as our civilian employees!!

To be successfully trained, a soldier has to leave their rank at the door and understand they are there to train. That doesn't mean a soldier is not afforded the respect the rank deserves, what it does mean is that a soldier needs to understand that they need to get their hands dirty and learn their craft from the bottom up. In this business rank does not have privileges. If we don't do that we are only setting the soldier up for failure. The best CCOs I have come across are those that have rolled up their sleeves and gotten to work. They don't play games and understand they are there to work and learn!! Much of the success of the CCO mission is predicated on the dedication of the soldier.

In the end however, I believe that we as DOC's have the ultimate responsibility to make sure our CCOs are getting the best training and experience possible. We as acquisition professionals must also realize these soldiers are here to learn and be afforded the same opportunities a new civilian employee would. We need to provide our CCOs have a viable training plan, a workload to get the experience and a mentor to help them along. For our new CCOs just arriving we need to focus training on the basics- SAP purchasing, utilization of BPA's, basic contract administration and minor construction. For those with a year of experience we need to allow them to work on more complex procurements with Source Selection Boards, construction projects as well as administering construction contracts. If we can concentrate on this we can prepare our CCOs for the majority of the work we see.

I was very lucky in landing at Ft. Dix. I wish all CCOs could receive the training I obtained at the ARCC. I hit the ground running- I was sat at a desk, given a workload and told to drive on. I was provided a detailed training plan along with a dedicated mentor who provided guidance and direction. Further, I wasn't pushed through the program but allowed to progress as I gained the proper expertise.

It does work and because of this preparation I feel there is nothing I cannot support here. I hope in the future all CCOs can experience that same feeling. However, it is going to take the DOC, Commander and soldier to work together to make this work!!!

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Happenings

Chris Ellerman, Purchasing Agent in the *Carlisle Barracks DOC*, saves the trees at Carlisle.

Chris worked the contract action expeditiously, after the customer submitted it at the last minute with a very short deadline due to the spring planting season for this type of transplanting. Provided below is an article taken from the Carlisle Barracks Banner discussing this requirement.



Figure 4

Employees of Treemovers, Inc. of Hagerstown, Md., remove a tree from Heritage Park in preparation for transplant along the Army Heritage Trail.

Spc. David Hopkins, Public Affairs Office

Trees moved from Heritage Park to Army Heritage Trail

April 26, 2005—***Carlisle Barracks*** once again shows why they are a Tree City USA by relocating 38 historic trees rather than cutting them down to make room for construction.

On May 24, the trees were moved from Heritage Park, on Marshal Ridge, to their new location next to the Army Heritage Trail to allow for future construction under the Residential Communities Initiative. The trees will also provide shade and aesthetic beauty to their new home.

The trees, which ranged in trunk diameters from 2 to 11 inches and varied greatly in height, were moved by Treemovers, Inc. out of Hagerstown, Md.

All of the trees that were moved have markers next to them indicating who donated them to Carlisle Barracks.

"We are only moving the trees that have the historic markers next to them," said Terry Martin, one of Treemovers, Inc.'s owners.

The smaller trees were placed on a truck and transported to their new location along the Army Heritage Trail, but the larger trees had to be moved on the spade machine, which was used to remove them from the ground. The spade machine is a large hydraulic machine that consists of four large blades that dig into the ground at an angle around the root system and meet at a point under the tree.

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"We dig the hole ahead of time with the spade so that when we drop the tree in the hole it fits perfectly," said Martin. "A lot of times you can't even tell the tree was just planted."

The dedication markers and historic markers stay with the trees at all times so they don't get mixed up during the move.

The crew ran into some difficulty with rock as they tried to remove some of the trees.

"Depending on the size of the rock and the angle it is sitting in the ground we can work around it, but we are hitting some bedrock," said Martin. "We will make it work one way or another."

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Electricity Privatization contract administration has challenges.

When you think of electricity, what do you think of? Current, negative or positive charges, live wires, or just a form of energy? Energy is exactly what **Linda Terrell** must have while she administers the new Dominion Power Electrical privatization contract for **Fort Lee**. It may sound simple...like just calling someone and have your electricity hooked up, but it isn't always such a case.

Take all the buildings at Fort Lee and then think about all the electricians of the past and of the present who have or haven't maintained the electrical boxes (meters) and what can Dominion Power expect. That was an issue that surfaced recently. In fact, since April 2005, there have been many unexpected incidents happening around Fort Lee that effect this contract. Dominion Power has gone to inspect or maintain a meter or pole and found that some of the wires not expected to be live were, and ouch (they report), that's HOT. What happens then? Well, electricity goes out. Then we have civilians expecting Dominion Power to hook up their power only to find out that their contract is from the Meter to the Pole not the building to the meter. Or an activity lays down concrete only to find out that easement now belongs to Dominion Power and it must be moved or torn up. Or DESC, which awarded the contract and left out any reference to administration, then query us (after turning the award over) to see if we would like to pay them to administer it now? Guess they knew, after a short period of time, there might be an advantage someone sees in having that organization administer such a vehicle (like the specialist/Contracting Officer currently assigned). Never mind though. We have Linda Terrell on it.

These are just some of the incidents that have been encountered in the first three months of the contract. Its difficulty to administer may be a point of contention with some (especially those who have no experience) but it goes without question that it is not boring. Every day there is a new encounter and every week, meetings. But the specialist and the requiring activity (DPW/L) are charged with, and do move forward with, solid administration on this contract. Hats off to that successful effort.

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Showcase Day brings together contractor, requiring activity, and contracting personnel

Ms. Pat Huber

Aberdeen Proving Grounds

SADBU

In order to expand participation of Service Disabled Veteran Owned Small Businesses in Army procurements, the **ACANR APG** Small Business Specialist developed a Showcase Day concept for implementation at Aberdeen Proving Ground. The intent of this innovative outreach program is to bring together contractor, requiring activity, and contracting personnel to exchange information regarding contractor capabilities and government contracting requirements.

The first SDVOSB Showcase Day was conducted 30 Jun 05, at the ACA/NR APG location. Five (5) firms were asked to provide the Small Business Specialist, Directorate of Contracting, Chief of Contracting and her staff, Directorate of Installation Operations and his staff, an overview of their construction capabilities.

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The audience learned of company history, past performance, technical expertise and bonding abilities of firms within the area, who had not performed at APG in the past.

The firms were provided an overview by the Government team on potential new endeavors and requirements in order to assist the SDVOSB firms in becoming aware, gear up and offering proposals that are technically stellar and competitive.

The outcome was rewarding for both sides of the team. Requiring activity personnel and the ACA APG DOC agreed to identify potential near term projects that may be appropriate for performance by capable SDVOSB firms.

As a result of this initial SDVOSB Showcase Day and the positive interest of requiring activity participants, other service areas are being considered to acquaint the users and government officials with SDVOSB's. Specifically, the Showcase Day concept will be expanded to include services and technology SDVOSBs and focus on Army requirements associated with new capabilities or capabilities in short supply that will be required to support APG's operations in a post-BRAC environment.

This endeavor will assist in increasing awards to SDVOSB's are a result of the Veterans' Benefit Act of 2003, PL 108-183. Although this is a great challenge, the DOC is adamant that we here at ACA/NR, APG, proactively identify and educate SDVOSBs on federal contracting opportunities and concurrently improve our record of awarding contracts to America's Service Disabled Veteran Businesses and achieve the 3% goal.

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Deconstruction - The Future of Reuse and Recycling Materials

Terry Hyatt-Amabile
NRCC Directorate of Contracting
Fort Eustis, VA

The *Daily Press* newspaper in Newport News, Virginia recently published a front-page article entitled, "Fort Monroe Buildings Deconstructed with Eye Toward Reuse." The newspaper recognized the successful efforts of Fort Monroe in maintaining a local area focus where materials recycled under their deconstruction contract have benefited local communities. The **ACA, NRCC, Directorate of Contracting, Fort Eustis** awarded the deconstruction contract.

The base plus one option contract is estimated at \$1.6M and was awarded to Earth Savers, Inc. under the 8(a) program. The contract's intent was to remove damaged buildings in the most economical and efficient means practical, while minimizing the adverse environmental impacts of demolition and waste disposal by salvaging what could be saved and recycling what cannot be salvaged with a requirement to reuse and recycle at least 40% to 75% or more of construction materials.

The Daily Press reports this program recycled or reused 76 percent of the old commissary and 70 percent of old World War II barracks. Also, 73 percent of family housing that was built 52 to 54 years ago was reused or recycled, including lumber equal to about 51 mature trees per building, along with brick, appliances, pipe, hinges and other salvageable material.

The success of this contract has benefited local communities by providing materials to Virginia cities of Poquoson, Hampton and Newport News, various local churches, job training in Chesapeake, Va., power for the Norfolk Naval Shipyard, a safe for the Virginia State Police, roads throughout the area and a wood flooring supplier in Stuarts Draft, VA who uses the 90-year-old lumber for exposed beams and flooring in new homes.

In addition to the environmental and community benefits, this contract was essential to Fort Monroe Garrison in recovering from the Hurricane Isabel.

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On the Regulatory Radar

DAR Council meeting notes from May 4, 2005:

Cases discussed:

2004-015 Payments under Time and Materials and Labor-Hour Contracts - Clarify the clause at 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts.

2005-012 Trafficking Victims Protection Reauthorization Act of 2003 - Section 3(b) of Pub. L. 108-193 provides that, when funded under major budget category 150 (relating to international affairs), contracts shall include a provision that authorizes termination without penalty, if the contractor or any subcontractor engages in certain forms of human trafficking.

2005-003 Safety Act - Implements Subtitle G of Title VIII of the Homeland Security Act of 2002 (Pub. L. 107-296) and E.O. 13286, which modified E.O. 10789 (Contracting Authority of Government Agencies in Connection with National Defense Functions). This amends the FAR to reflect the transfer and delegation of certain functions to the Secretary of DHS.

2005-007 Update CCR system for TIN Validation - Add the process of validating a Central Contractor Registration (CCR) registrant's taxpayer identification number (TIN) with the Internal Revenue Service (IRS) to improve data accuracy in the federal procurement system.

2005-D002 Restriction on Carbon, Alloy, and Armor Steel Plate - Review DFARS policy, clause prescription, and clause to provide consistent and clear implementation of Section 8029 of Public Law 108-287 and similar sections of subsequent DoD appropriations acts.

Proposed Rules:

2003-D052 Authorization for Continued Contracts --DoD is proposing to amend the DFARS to add policy permitting assignment of an additional identification number to an existing contract for administrative purposes. This proposed rule is a result of a transformation initiative undertaken by DoD to dramatically change the purpose and content of the DFARS. Comments are due on or before July 5, 2005.

2003-D043 Contract Financing -- DoD is proposing to amend the DDFARS to update text pertaining to contract financing. This proposed rule is a result of a transformation initiative undertaken by DoD to dramatically change the purpose and content of the DFARS. Comments are due on or before July 5, 2005.

Final Rule:

2003-D087 Contractor Personnel Supporting a Force Deployed Outside the United States -- DoD has issued a final rule amending the DFARS to address issues related to contract performance outside the United States. The rule contains a clause for use in contracts that require contractor personnel to deploy with or otherwise provide support in the theater of operations to U.S. military forces deployed outside the United States in contingency operations, humanitarian or peacekeeping operations, or other military operations or exercises designated by the combatant commander. Effective Date: June 6, 2005.

DFARS Technical Amendment -- DoD is making a technical amendment to the DFARS to add a reference to new DFARS Procedures, Guidance, and Information (PGI) requirements relating to the publication of justifications for use of brand name contract specifications. Effective Date: May 5, 2005.

DAR Council meeting notes from June 29 and July 6, 2005:

Cases discussed:

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2004-001 Improvements in Contracting for AE Services -- Implements Section 1427(b) of the National Defense Authorization Act for FY 2004. Section 1427(b) places restrictions on acquisition of A/E services through multiple award schedule contracts entered into by GSA or Government-wide task and delivery order contracts.

2005-001 B&P for Teaming Arrangements -- Clarify the allowability of bid and proposal (B&P) costs in connection with teaming arrangements under FAR 31.205-18, IR&D and B&P Costs.

1990-037 Incremental funding on fixed price contracts -- Revise 232.7 and 252.232 to permit incremental funding of fixed-price contracts under certain situations.

DARS Directorate Outreach Planning for 2006

They are putting together their tentative 2006 outreach program. Any organization that would like to include a DARS presentation in their conference or other venue, please let me know. Include the proposed date of the function, estimated number of attendees, and location.

Proposed Rules:

DFARS Case 2004-D010 -- Export-Controlled Information and Technology

DoD is proposing to amend the DFARS to address requirements for preventing unauthorized disclosure of exportcontrolled information and technology under DoD contracts. The proposed rule is applicable to research and development or for services or supplies that may involve the use or generation of export-controlled information or technology. Comments on the proposed rule are due by September 12, 2005. For additional information go to the Federal Register, vol 70. No. 132, July 12, 2005 pages 39976 - 39978.

DFARS Case 2003-D085 -- Material Inspection and Receiving Report

DoD is proposing to amend the DFARS to update requirements for preparation of material inspection and receiving reports under DoD contracts. This proposed rule is a result of a transformation initiative undertaken by DoD to dramatically change the purpose and content of the DFARS. It update DFARS Appendix F requirements for preparation of DD Form 250. Comments on the proposed rule are due by September 12, 2005. For additional information on the proposed rule go to the Federal Register, vol 70. No. 132, July 12, 2005 pages 39975 - 39976.

DFARS Case 2003-D046 -- Contract Termination

DoD is proposing to amend the DFARS to update text pertaining to termination of contracts. This proposed rule is a result of a transformation initiative undertaken by DoD to dramatically change the purpose and content of the DFARS. Comments on the proposed rule are due by September 12, 2005.

DFARS Case 2003-D019 -- Labor Laws

DoD is proposing to amend the DFARS to update text regarding the application of labor laws to Government contracts. This proposed rule is a result of a transformation initiative undertaken by DoD to dramatically change the purpose and content of the DFARS. Comments on the proposed rule are due by September 12, 2005. To view the proposed rule go to the Federal Register, vol 70. No. 132, July 12, 2005 pages 39978 - 39979.

FAR Proposed Rule 2004-031, Fast Payment Procedures

The Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) are proposing to amend the Federal Acquisition Regulation (FAR) by revising fast payment procedures. The proposed revision permits, but does not require, fast payment when invoices and/or outer shipping containers are not marked "Fast Pay" provided the contract includes the "Fast Payment Procedure" clause. As highlighted in the proposed clause, if the clause is in the contract, the invoices will no longer be rejected, as is the current practice. Instead, they will be paid using either fast payment or normal payment procedures. In addition, the proposed revision deletes the requirement for marking invoices "No Receiving Report Prepared." Comments are due on September 12, 2005

DPAP MEMO, dated July 6, 2005 - Subject: Class Deviation - Exemption from Limitations on Procurement of Foreign Information Technology that is a Commercial Item, FY 2005 The attached memo is a class deviation when using FY 2005 funds to acquire information technology that is a commercial item. The Buy American Act does not apply to these acquisitions of foreign information technology because Section 517 of Division H Title II of the Consolidated Appropriations Act, 2005 (Pub. L. 108-447) provides exemption.

To review DFARS cases go to web site <http://www.acq.osd.mil/dpap/dars/index.htm> and for FAR Cases go to <http://www.arnet.gov/far/>

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CIVTRACKS is on track to keep track of contractor personnel on the battlefield.

To comply with the requirements in DFARS Clause 252.225-7040 - Subparagraph (g)(1) The Army Civilian Tracking System (CIVTRACKS) will be used to account for contractor personnel who deploy OCONUS in an operational theater on unclassified missions. CIVTRACKS is a web-based utility for maintaining accountability of civilian personnel, both civil service and contractors, who deploy.

Cognizant Contracting Officers managing unclassified missions will assure that data is submitted to CIVTRACKS on each contractor employee deploying in an OCONUS operational theater, upon the employee's departure from home station and again upon the employee's return to home station. Contracting Officers may require their designated representatives (ACO, COR, etc.), the contractor, or the contractor employee to input and submit the data, but an accurate population of the data points must be accomplished on a timely basis.

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DoD implements OFPP guidance on Use of Brand Name Specifications

On April 11, 2005, the Administrator for Federal Procurement Policy issued a memorandum to reinforce the need to maintain vendor and technology neutral contract specifications and to comply with the requirements in the Federal Acquisition Regulation (FAR) regarding the use of brand name specifications. OFPP requested agencies take steps to mitigate brand name usage. As a general rule, contract specifications should emphasize the necessary physical, functional, and performance characteristics of a product, not brand names. In cases where the use of a brand name associated with a single manufacturer is warranted, the FAR currently requires a written justification.

Action: Effective immediately, OFPP has asked agencies to publicize the justification with the contract solicitation when the solicitation is posted on the Federal Business Opportunities website (www.fedbizopps.gov). If publication of the justification is inappropriate because of national security, trade secrets, or similar concerns, agencies should provide a copy of the justification to the Office of Federal Procurement Policy (OFPP). A copy of the memo is attached to this e-mail.

While OFPP has merely "asked" agencies to comply, DoD has issued implementing guidance requiring our compliance (DFARS 211.1). The implementing guidance released on the Defense Federal Acquisition Regulation Supplement (DFARS), Procedures, Guidance and Information (PGI) Web page is as follows and applies to all acquisitions, including simplified acquisitions, GSA purchases, and sole source procurements when the solicitation is posted on the FedBizOpps website.

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JWOD Program to shift Base Supply Centers (BSCs) from Memoranda of Agreement (MOAs) to Contracts.

The Committee for Purchase from People Who are Blind or Severely Disabled hopes to convert Base Service Centers originally established on the basis of Memoranda of Agreement (MOA) to BSCs established by No Cost Service Contracts.

This memorandum was sent from the Committee to ACA Director, Ms. Sieber:

Date: 2 June 2005

From: Committee for Purchase from People Who Are Blind or Severely Disabled

To: Ms. Sandra O. Sieber

Dear Ms. Sieber:

In your capacity as the Director of the Army Contracting Agency, I want to say thank you for the Army's support of the Javits-Wagner-O'Day Program's (JWOD) Base Supply Center (BSC) initiative. As a member of the Committee for Purchase from People Who Are Blind or Severely Disabled (Committee) you know that the JWOD Program is the single largest employer in the United States of people who are blind or have other severe disabilities, and that BSCs continue to play an important part in accomplishing the JWOD Program's employment mission. In FY 2004, the Program's BSCs provided in-store employment opportunities for over 200 blind or severely disabled people and sold approximately \$56M worth of JWOD products in addition to approximately \$208M worth of other commercial products.

As you will remember, the Committee completed a review of BSC operations in 2004 and approved several recommendations for strengthening and improving its requirements for the operation of the BSCs associated with the JWOD Program. When fully implemented, the recommendations will help to ensure the appropriate oversight and operation of the BSC initiative and to better align their operation with the program efficiency objectives within the JWOD Program's 2005-2007 Strategic Plan. Included in the approved recommendations is the requirement to convert BSCs established on the basis of Memoranda of Agreement (MOA) to BSCs established by No-Cost Service Contracts (NCSC). The Committee's Executive Agent for BSCs, National Industries for the Blind (NIB), has directed its NPAs that are currently operating BSCs under the terms of MOAs to replace those MOAs with NCSCs as they come due for renewal. In the case where long-term agreements exist, the BSC Operators have been given the latitude to work with the Government to determine a mutually acceptable schedule for conversion.

This action was taken because the Committee determined that, under the JWOD Program, a NCSC is the most appropriate contractual document to legally describe the terms and conditions of BSC operations. The Committee's review determined that MOAs are more appropriate for use between one Government agency and another, and that the NCSC is the right contract vehicle to document terms and conditions agreed to by a Government agency and a non-Government contractor like a NPA.

A NCSC offers several advantages. While NIB performs compliance inspections and assistance visits to each SC to find out what is going on and to identify trouble spots, Government agencies should want to take **prudent steps** to help improve the oversight, operation, and Government Purchase Card (GPC) holder satisfaction with their associated BSC. Appointment of a Contracting Officer Representative, under a NCSC, can help accomplish this. It is important that the Government and NIB each do their part to ensure that BSCs continue to exceed the JWOD Program's and the Government customer's expectations.

A NCSC established for a base year with four follow-on years provides an annual opportunity to review the SOW to ensure that it accurately describes an installation's requirements for the BSC. An annual review also affords the NPA the opportunity to bring matters of its concern to the contracting officer's attention. The Committee expects that the requiring Government activity and the NPA will negotiate a product inventory mix and availability that will meet expected Government customer demands and that is within the corporate capability of the NPA to provide and deliver.

The NCSC should identify any products that are prohibited for purchase by your GPC holders. Since the Government and NPA are interested in customer satisfaction, both parties should negotiate customer service and satisfaction standards that will ensure that both parties' objectives for operation of the BSC are met.

As you know, the Committee does not set the price for any of the products sold in BSCs. The requiring activity must negotiate with the NPA to establish retail pricing parameters for both JWOD and non-JWOD products proposed for sale that are fair and reasonable to both. Negotiations for both product categories may arrive at actual prices, not-to-exceed prices, certain mark-up parameters, or an agreement to sell products at prevailing market prices supported by periodic market basket surveys.

The Committee requests your assistance to ensure that all Army installations and activities hosting BSCs are informed of the requirements for conversion of MOAs to NCSCs. The Committee is convinced that taking this action, in conjunction with the appointment of a COR, will help to ensure the appropriate oversight and operation of the BSC initiative, and result in improved Government customer satisfaction with the BSC initiative. If you would like more information or have questions, the Committee staff point of contact for this action is Barry S. Lineback at 703-603-2118 or blineback@jwod.gov.

Sincerely,

/s/

Leon A. Wilson, Jr.

Executive Director

cc; Kevin Lynch, Vice President,
eCommerce and Distribution, NIB

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A contractor's subcontracting efforts to come under greater scrutiny.

The DAR Council is proposing to amend the FAR to require past performance evaluation of certain orders, and to ensure that subcontracting management is addressed during evaluation of a contractor's past performance. Currently, there is no FAR Part 42 requirement to evaluate a contractor's subcontract management efforts in performing under Government contracts.

This proposed amendment will ensure that the acquisition community considers a prime contractor's management of subcontracts, including management of small business subcontracting plan goals, as part of the overall assessment of performance on contracts and orders. The effect of this amendment is that subcontract management efforts will be recorded for use in past performance evaluations during source selection. KO's will be required to evaluate the contractor's management of subcontracts, including meeting the goals in its small business subcontracting plans, and evaluate past performance on:

Orders exceeding \$100,000 placed against a Federal Supply Schedule contract or a task-order contract or delivery-order contract awarded by another agency (i.e., Governmentwide acquisition contract or multi-agency contract);

Single agency task-order and delivery-order contracts over \$100,000 when such evaluation would produce more useful past performance information for source selection than in the overall contract evaluation.

FAR Proposed Rule 2004-012, is available for download at <http://www.acqnet.gov/far/ProposedRules/proposed.htm>

Comments are due on August 22, 2005. Additional guidance will be provided as it develops.

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Professional development

Individuals nominated for Secretary of the Army and ACA awards.

| Award Name | Sponser | Installation | Nominee | Date Submitted |
|--|---------|-----------------|-------------------------|----------------|
| Outstanding Installation Level Contracting Office | SA | Dix | Dix DOC | 10-Dec-04 |
| Outstanding Contracting Officer Satellite Office | SA | ARCC-McCoy | Christine L. Murray | 10-Dec-04 |
| Outstanding Contracting Officer Satellite Office | SA | DPG | Jane Lemmon | 14-Dec-04 |
| Professionalism in Contracting | SA | NRCC-Eustis | Peter D. DiPaolo | 10-Dec-04 |
| Outstanding Contracting Officer Satellite Office | SA | ARCC-Coraopolis | Mary Pat Shanahan | 10-Dec-04 |
| Outstanding Contracting Officer Satellite Office | SA | ARCC-Dix | Beth Ann Mendell | 10-Dec-04 |
| Outstanding Installation Level Contracting Office | SA | APG | APG DOC | 10-Dec-04 |
| Outstanding Installation Level Contracting Office | SA | Drum | Drum DOC | 10-Dec-04 |
| Outstanding Contracting Officer Satellite Office | SA | CDCC-Belvoir | Roxanne G. Johnson | |
| Outstanding Contracting Officer Satellite Office | SA | CDCC-Meade | Sandra Bruce | |
| Outstanding Installation Level Contracting Officer | SA | Lewis | Dorthea Cooper | |
| Outstanding Installation Level Contracting Officer | SA | NRCC-Eustis | Patrick Hogston | 14-Dec-04 |
| Outstanding Installation Level Contracting Office | SA | NRCC-Eustis | Eustis DOC | 14-Dec-04 |
| Outstanding Contracting Officer Satellite Office | SA | NRCC-Lee | William Willis | 14-Dec-04 |
| Outstanding Contingency Contracting Officer | SA | Monroe (NRHQ) | MAJ Robert Shelton | 10-Dec-04 |
| Outstanding Contingency Contracting Officer | SA | Carson | MAJ Roderick D. Sanchez | 10-Dec-04 |
| Outstanding Installation Contracting Office | SA | Carson | Carson DOC | 10-Dec-04 |
| Outstanding Installation Level Contracting Office | SA | Leonard Wood | Don Block | |
| Innovation Award | SA | Leonard Wood | Daquanna J. Snider | |

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| | | | | |
|--|-----|---------------|------------------------------|-----------|
| Outstanding Installation Level Contracting Officer | SA | USMA | Annemarie Kopko | 14-Dec-04 |
| Outstanding Installation Level Contracting Officer | SA | USMA | Denise Conklin | 14-Dec-04 |
| Excellence in eBusiness | ACA | Riley | Richard L. DePew | 14-Dec-04 |
| Outstanding Mission Support | ACA | Riley | GPC Team | 14-Dec-04 |
| Innovation Award | ACA | Riley | Simplified/CML Items Team | 14-Dec-04 |
| Outstanding Mission Contribution | ACA | ARCC | Thomas Smith | 14-Dec-04 |
| Outstanding Contracting Officer | ACA | ARCC | Mary Pat Shanahan | 14-Dec-04 |
| Outstanding Mission Contribution | ACA | ARCC | Rosa I. Cotto | 14-Dec-04 |
| Outstanding Contracting Officer | ACA | APG | Victoria Watkins | 14-Dec-04 |
| Excellence in Acquisition Leadership | ACA | APG | APG DOC | 14-Dec-04 |
| Outstanding Contracting Specialist | ACA | ARCC | Mary E. Purpus | 14-Dec-04 |
| Outstanding Mission Contribution | ACA | Riley | Beverly A. Lang | 14-Dec-04 |
| Outstanding Mission Contribution | ACA | Riley | Micheal E. Fink | 14-Dec-04 |
| Excellence in Acquisition Leadership | ACA | Riley | ILS II Team | 14-Dec-04 |
| Excellence in Acquisition Leadership | ACA | Carson | Team Award | 21-Dec-04 |
| Excellence in Acquisition Leadership | ACA | ARCC | Maureen Coughlin | 15-Dec-04 |
| Outstanding Contracting Specialist | ACA | ARCC | Torrence Trappier | 15-Dec-04 |
| Outstanding Mission Contribution | ACA | ARCC-McCoy | Dawn A. Oswald | 15-Dec-04 |
| Excellence in eBusiness | ACA | Drum | Team Award | 15-Dec-04 |
| Innovation Award | ACA | NRCC-Eustis | Patrick Hogston | 21-Dec-04 |
| Contingency Contracting Officer | ACA | Carson | MAJ Roderick D. Sanchez | 21-Dec-04 |
| Outstanding Contracting Specialist | ACA | USMA | Nancy Sloanhoffer | 21-Dec-04 |
| Outstanding Contracting Specialist | ACA | USMA | Christine Lilly | 15-Dec-04 |
| Outstanding Contracting Officer | ACA | USMA | Annemarie Kopko | 15-Dec-04 |
| Contingency Contracting Officer | ACA | Monroe (NRHQ) | MAJ Robert Shelton | 21-Dec-04 |
| Excellence in Acquisition Leadership - Team | ACA | Dix | Dix DOC | 15-Dec-04 |
| Excellence in Acquisition Leadership | ACA | NRCC-Eustis | Eustis DOC | 28-Dec-04 |
| Outstanding Mission Contribution | ACA | Lewis | CI Div, Lewis DOC | 21-Dec-04 |
| Outstanding Contracting Officer | ACA | Lewis | Dorthea Cooper | 21-Dec-04 |
| Outstanding Contracting Officer | ACA | CDCC-Meade | Sandra Bruce | 21-Dec-04 |
| Lifetime Achievement Award | ACA | Monroe (NRHQ) | COL Steven R. Boshears (RET) | 28-Dec-04 |
| Outstanding Director of Contracting | ACA | Dix | LTC Daniel Perrotta | 28-Dec-04 |
| Outstanding Contracting Officer | SA | DPG | Jane Lemmon | 13-Dec-04 |

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From our Customers

“What We’ve Got Here is a Failure to Communicate”

Deborah Ramirez

ACA NR LNO

All you Paul Newman fans will remember this famous line from the 1967 film “Cool Hand Luke”. How frequently and strongly can you relate when it comes to the topic of management and oversight of service contracts?

Partial guidance can be found in various sources such as AR 5-14, which pertains to Contracted Advisory and Assistance Services and AFARS 5137.5, which contains some pre-award oversight coverage for the acquisition of services in the form of Army Service Strategy Panels. We also have Office of Federal Procurement Policy (OFPP) Letter 93-1 (reissued) which summarizes policy and responsibilities for managing the acquisition of services.

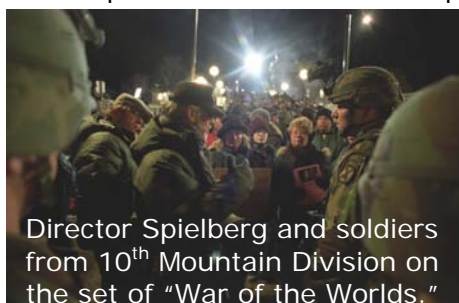
After repeated criticism by the GAO, DoD IG Office, and AAA about the lack of guidance in the area, and noted opportunities to improve in the area of surveillance, efforts are now underway to fill the void. To tackle this issue, a team is being convened by ACA HQ, headed by Kathy Love, Director, Contract Policy Directorate. Plans are to develop a guide that will encompass all services and address both pre and post award management and oversight responsibilities. The team will be comprised of representatives from the acquisition, contracting, resource management and customer communities. Plans are to kick off the project with a focus on the issues, current policy shortfalls and broad areas that should be included as part of overall Army guidance.

So, what we’ve got here is an opportunity to communicate! All thoughts and ideas that will contribute to the development of this product are welcome. Submit comments via e-mail to Deborah.Ramirez@us.army.mil.

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Ft. Drum-based soldiers return from Iraq and Afghanistan to face a new enemy- aliens from outer space.

Soldiers, turned actors, from the 10th Mountain Division were center stage in June when Fort Drum hosted a premiere of the Steven Spielberg-directed motion picture “War of the Worlds” at the post’s Multipurpose auditorium. More than 40 members of the 10th Mountain Division portrayed U.S. Army Soldiers during the filming of the movie in December 2004 near Naugatuck, Conn., and Athens, N.Y.



The festivities surrounding the premiere will include a reception prior to the movie including 10th Mountain Division leadership and prominent members the local community.

Perks for this “mission” mean that 10th Mountain Division Soldiers like Army Staff Sergeant Jerry L. Stover of Cleveland, OH and

Kenneth Wright, of Bakersfield, California got to meet the likes of director Steven Spielberg and the film’s stars Tom Cruise and Dakota Fanning.

The “War of the Worlds” was made famous by the lifelike telling of the story during the early days of radio. The impact of the dramatic production caused “mass hysteria” in October 1938 as people across the country took to the streets to escape aliens attacking their cities, as reported on page one of the October 31, 1938 New York Times.

The scenes involving the Fort Drum Soldiers in this retelling of H.G. Well’s science fiction tale are key to the story’s plot.

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Germany shows gratitude to U.S. Army

Cheryl Boujnida

Army News Service

June 30, 2005

WASHINGTON (Army News Service, June 30, 2005) – Germany showed its commitment to the U.S. Army when its embassy officials presented the nation's second-highest service award June 29 to an American general.

German Ambassador Wolfgang Ischinger presented Gen. Kevin P. Byrnes, U.S. Army Training and Doctrine Command's commanding general, with the Federal Republic of Germany's Knight Commander's Cross of the Order of Merit at a ceremony. The award was presented to Byrnes on behalf of Germany's Chancellor Gerhard Schroeder.

"We are truly thankful for his personal commitment, which was the driving force of intensified positive military relations between the United States of America and Germany," said Col. Heinz Feldmann, Army attaché to the German embassy.

Byrnes, who assumed the duties of TRADOC commander in 2002, works with the German Army Liaison Organization, also located at Fort Monroe, Va.

Feldman said that over the past few years, joint projects initiated and supported by Byrnes enabled them to reach a level of comprehensive bi-lateral cooperation that is of paramount importance to the German Army and "a strong pillar of the transatlantic bridge."

"In times that were difficult for both armies, he proved to be a true friend by appreciating Germany's points of view, and maintaining a high level of mutual relations. Inspiring fresh initiatives with a professional touch, he focused on maintaining and improving interoperability between our forces," Feldmann said.

"This impacts our Army because it underscores the continuing strong cooperation and mutual support between the German and American armies," Byrnes said.



Figure 5

German Ambassador Wolfgang Ischinger presents the second highest award of his nation to Gen. Kevin P. Byrnes, United States Army Training and Doctrine Command's commanding general, for fostering German-American relations. Ischinger presented the award on behalf of Germany's Chancellor Gerhard Schroeder.
Jeremy Bigwood

Byrnes stressed that the two armies have been together for a very long time supporting past missions associated with the Cold War, and will continue to take on future missions together in a post-Cold War era.

"The future is about multinational operations. We need to focus on training, leadership development and command and control," he added.

He explained both armies work together everyday, and although the mutual cooperation is not prominent in the press, it is the expectation of American and German citizens.

"We should all be proud of the work accomplished behind the scenes. We show that in times of conflict, we can work together to accomplish the mission and secure our citizens' privileges," Byrnes said.

Feldman said, "We're fighting the war on terrorism with America too – our Soldiers total 2,000 in Afghanistan. It's paramount that Germany has the support of and access to the U.S. Army."

Hubertus von Puttkamer, rear admiral defense attaché, said personal contact is essential to good relations with a country.

"Many people here have relatives or friends in Germany. Those personal connections unite us," von Puttkamer said. "The bonds between Germany and America are very strong.

"Our friendship is a reflection of the heart, which is more important than the brain - we will continue to express our heartfelt loyalty to one another."

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On the Money

What is a proper receipt for Travel Pay Services?

Jean Melson
Budget Analyst
ACA NRHQ

There has been much controversy recently about what constitutes a proper receipt; including what information is required on the document. This clarifies the information required on it to be considered a valid receipt by Travel Pay Services (TPS).

The receipted bill or other form of receipt must show when specific services were rendered or articles purchased, and the unit price. Statements for lodging must contain the name and address of the lodging facility, the dates the lodging was obtained, whether or not others shared the room, and the cost incurred.

A receipt is a written acknowledgment that a specified article, sum of money, or delivery of merchandise has been received. For a document to be a receipt there must be information on the document specifying the final amount due and that the amount due was paid.

Many hotels offer an express check out service that allows the traveler to pay for their room via their television or by receiving a bill under the door that will be charged to the charge card securing the room. While these services are convenient for the traveler, they often provide travelers with only a bill, and not a receipt. Such documents often do not contain information of the final amount due or that the amount due was paid.

Upon request, lodging facilities offering this service will provide the traveler a receipt that shows the final amount due and reflects that the amount due was paid.

For a document to be considered a valid receipt by TPS, the document must contain the following:

- a. The name of the company providing service (e.g. the name of the hotel, airline, rental car agency)
- b. When (dates) specific services were rendered or articles purchased, and the unit price
- c. For lodging statements/receipts, the name and address of the lodging facility, the dates the lodging was obtained/used, whether or not others shared the room, and the cost of a single room
- d. Information stating that the amount due was paid by the traveler. If the document shows an amount due, with nothing to indicate the traveler paid the amount, TPS will not assume that the amount was paid. There must be positive indication of payment for the document to be a receipt. Otherwise, it is considered an unpaid bill.

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Short Notice TDY or Verbal Orders of the Commanding Officer (VOCO)

Short Notice Travel **CAN BE** accomplished using DTS. A traveler arrives at work and is told they need to go TDY the next day. Normally ticketing is done three days prior to scheduled departure.



Since the traveler will not have time for the usual process, they will next pick up the phone and call the Commercial Travel Office (CTO) to make their reservations (flight, rental car, and lodging). Request the cost of the reservations from the CTO for input. The traveler or Non Defense Entry Agent (NDEA) will then input the authorization in DTS and follow usual procedure with the exception of using the Reservation Module.

The Airline, Rental Car, and Hotel Reservation Module **will not be used** to find the reservation, as this would route the request to the CTO for booking. The traveler or NDEA would go to the menu bar in DTS to TRAVEL, then <click> OTHER TRANS and input the airline information and cost. The rental car

would be input under menu bar EXPENSES, NON-MILEAGE, the drop down menu, select Commercial Auto. The lodging is already pre-calculated according to per diem location and costs do not need to be entered. If lodging is different from the per diem rate select Additional Options from the menu bar and <click> on Per Diem Locations and enter the correct lodging. Proceed with the authorization's input as you would normally and submit signature.

This process will eliminate the routing to the CTO because reservations were made off-line. Travelers or NDEA's may want to contact officials within the routing list to assure availability for prompt digital signature. Once the Approving Official has digitally signed the authorization, it can be printed and a copy can be provided to CTO and faxed to the traveler's destination, if needed.

VOCO. When there are verbal orders from the commander/director that there is a need to travel and time will not allow preparation of an authorization prior to departure to be accomplished. The traveler can make reservations by phone or in person. The authorization should be completed as soon as possible by the traveler or NDEA. As with short order notice, the reservation module must not be used since its use would route the trip request to the CTO. Follow the steps above in Short Notice travel in preparing the authorization.

Reference: U.S. Army Business Rules, dtd 29 Oct 2004 section 5, k. After-Hours and Emergency Reservations. Traveler may make reservations, via telephone or in person, upon verbal orders of the commander/director. The Travel Authorization will be complete on the next business day by the traveler or NDEA, as appropriate, with the airline cost entered into the Other Transportation module. Other local Transportation Office rules may be in effect that provide further guidance on required contacts when booking or changing reservations after hours.

Verify your local business rules for verification and timeframes.

Provided by Debbie Kieninger
Defense Travel Support Branch, DFAS-IN
Thanks to the DTS Newsletter for this article.

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Career Program and You

Linda Padgett

Procurement Analyst

ACA NRHQ

Army Cancellation/No-Show Policy and Procedures for Defense Acquisition University (DAU) Training

Effectively immediately, the Acquisition Career Management has implemented the attached policy/procedure pertaining to "no-shows" for DAU training. The number of no-shows has continued to rise, impacting the costs associated with conducting this training. Some of the new procedures are outlined below:

The reservation must be cancelled five working days prior to the start date of the class. Supervisors are responsible for ensuring their personnel request cancellation of DAU training in a timely manner and must approve the cancellation request via AITAS.

Verbal notification to the supervisor or Acquisition Career Manager does not constitute a cancellation. When a student is recorded as a no-show, a notification will be sent to the student and the supervisor requesting a justification. Justifications must be faxed within 14 days of the notification.

If it is determined that a valid reason exists for the student no-show, sanctions will not be imposed against the student.

No-shows will be denied registration in future offerings of the course for a period of six months following the occurrence.

A list of all Army designated "no-shows", by name, will be supplied to the Commanders/Program Executive Officers on a quarterly basis.

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Acquisition Tuition Assistance Program (ATAP) Policy

In the past few days ATAP policy has been placed at website:
http://asc.army.mil/docs/programs/atap/ATAP_POLICY6_14.doc

This policy is very well written and answers questions that have never been addressed before in the instructions for application to ATAP. I recommend that all ATAP applicants and supervisors review this policy before making application or approving courses for ATAP assistance. Some interesting highlights are:

APPLICABILITY. This section spells out who may apply for tuition assistance and goes a step further in explaining what the assistance is intended to cover. It also spells out what it does not cover.

RESPONSIBILITIES. The responsibilities of the Deputy Director, Acquisition Career Management, The U.S. Army Acquisition Support Center, Acquisition Career Managers, ATAP Participants, and the Organization/Supervisor are thoroughly spelled out. Of special interest are the following: (not all inclusive of responsibilities)

ATAP Participants. This portion explains everything from accreditation of schools to various reasons one can lose future funding or be removed from the program. Included but not all inclusive are:

- Application process with the website.
- Grades required and who to provide final grades.
- Reimbursement procedures for failure to maintain required grades.
- Who to notify of academic problems and what to do when planned courses are cancelled.
- When change of employment affects qualification for ATAP.

The Organization/Supervisor.

- Be aware of individual's ATAP application.
- Ensure the individual is not encumbered by excessive overtime or travel.
- Responsible for reimbursement out of local funds when substantial travel duties or other training prohibit successful completion of classes.

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- Notify the NCR CSO ATAP Coordinator when a change in employment disqualifies an employee for ATAP participation.

PROGRAM REQUIREMENTS.

Programs of Study. “. . . All degrees should follow the disciplines that underpin the functions of the AAC.”

Academic Standards. “. . . Repeated withdrawals from ATAP-funded courses may result in the subsequent removal from ATAP.”

Spells out what tuition assistance will cover (nontraditional modes of learning, CLEP/DANTES tests).

Spells out what tuition assistance will not cover and some of the reasons for reimbursement (prerequisite work, non attendance of a scheduled course for a period of one semester.)

FINANCIAL MANAGEMENT. This is a must for ATAP applicants to read. It states in greater detail what is funded and explains that expenditures by the student or another organization are not reimbursable. Also explains how to obtain additional funds, etc.

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Alternate Funding For University Courses

The CP-14 Contracting and Acquisition ACTEDS program is at website:

<http://cpol.army.mil/library/train/catalog/ch03cp14.html>

The program elements of the Competitive Professional Development (CPD) Program are:

- University Training (full-time, and specific part-time
- Developmental Assignments
- Cross-Training
- Fellowships
- Acquisition Reform Training
- Acquisition Excellence Training
- Management/Executive Training Programs

Most of the program elements under CPD are pre-selected programs that an individual can make application to at any time or they may make application as a result of one of the many periodic announcements. The developmental opportunities are announced as they become available.

There are at least three elements that an individual may make application to at any time using the new on-line application system, “Army Acquisition Career Program Development System (AAPDS).” They are University Training Courses, cross-training and short term training. In some cases such as the cross-training an applicant and their supervisor must coordinate all arrangements for assignments and provide a development plan in their application package. For university training and short-term training up-front preparation may only consist of being accepted by a university, preparing a 1556, and an ACRB. Keep in mind the applications will not be considered unless they are complete and contain all required documentation, to include any stipulated endorsements.

CP-14 careerists began using the new Army Acquisition Career Program Development System (AAPDS) on July 1, 2005, for FY06 training requirements. The AAPDS can be accessed at <https://apps.altess.army.mil/aapds/index.cfm>. The user name and password will be the same as used to access your IDP.

Applicants must still use their Individual Development Plan (IDP) at:

<https://rda.rdaisa.army.mil/cappmis/idp/idpprod/login.cfm> to annotate the training required. On occasion a course or event you and your supervisor determine meets your career objectives is not in the drop down menu. In this situation you must add the course/event to your IDP. I recommend having the course/event added and supervisory approved prior to accessing AAPDS. AAPDS will be connected to the IDP and will import all supervisory approved training into the AAPDS system. Once in AAPDS, applicants may click on the event for which they want to apply and proceed. AAPDS will be used for all FY 06 training requirements (except those centrally funded opportunities at the Darden Graduate School of Business Administration).

Administrative questions concerning the CPD program may be directed to Christine Rimestad at the Contracting Career Program Office, (703) 805-1246, christine.rimestad@us.army.mil.

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Work Force Members Continue To Pursue Educational and Leadership Goals

We are happy to present ACA NR work force members who are currently enrolled in or just enrolling in degree seeking programs as well as those just completed or enrolled in leadership course. We give our heart felt congratulations to those who have just graduated or who will soon receive their degrees. Also, congratulations to all who are seeking leadership skills. While improving your chances for career advancement you are giving the government the benefit of your advanced knowledge and upgraded skills. We encourage each of you to keep up the good work.

College

| Name | Organization | Enrollment Status | Degree Being Pursued | Projected Completion Date |
|-----------------------|---------------------------|--------------------|----------------------|---------------------------|
| Camilla Tramuel | ACA NR | Currently Enrolled | Master's | Mar-2006 |
| Melinda Simmons-Healy | ACA NR | Currently Enrolled | Master's | Jun-2005 |
| Debbie Price | ACA NR | Completed | Bachelor's | Apr-2005 |
| Michael Adorno | CDCC | Currently Enrolled | Master's | FY2008 |
| Sandra Bruce | CDCC | Currently Enrolled | Bachelor's | FY2007 |
| Walter Davis | CDCC | Enrolling | Master's | FY2007 |
| Margaret Dozier | CDCC | Currently Enrolled | Bachelor's | FY2005 |
| Kimberli Gray | CDCC | Enrolling | Bachelor's | FY2008 |
| Glynis Guest | CDCC | Currently Enrolled | Bachelor's | FY2006 |
| Ellen Harden | CDCC | Currently Enrolled | Associate's | FY2007 |
| Denese Henson | CDCC | Currently Enrolled | Bachelor's | FY2011 |
| Martha Milan | CDCC | Currently Enrolled | Master's | FY2006 |
| Carolyn Ross | CDCC | Enrolling | Bachelor's | FY2008 |
| Lorine Thompson | CDCC | Currently Enrolled | Master's | FY2006 |
| Sandra Tillman | CDCC | Enrolling | Bachelor's | FY2007 |
| Vicki Walker | CDCC | Currently Enrolled | Bachelor's | FY2007 |
| Rorri Walters | CDCC | Currently Enrolled | Bachelor's | FY2008 |
| Denise Williams | CDCC | Currently Enrolled | Associate's | FY2006 |
| Jane Lemmon | DPG DOC | Currently Enrolled | Bachelor's | Dec-2010 |
| Jim Keetch | DPG DOC | Currently Enrolled | Master's | Dec-2009 |
| Elizabeth Reed | DPG DOC | Currently Enrolled | Bachelor's | Dec-2010 |
| Bernadette Wolfe | DPG DOC | Currently Enrolled | Bachelor's | Dec-2007 |
| Carol Hellmann | Fort Carson DOC | Currently Enrolled | Master's | May-2006 |
| Emelda Long | Fort Dix DOC | Currently Enrolled | Bachelor's in | Sep-2006 |
| Cynthia Santos | Fort Drum DOC | Currently Enrolled | Business Admin | May 2007 |
| Terry Hyatt-Amabile | Fort Eustis DOC, NRCC | Currently Enrolled | Master's | May-2007 |
| Saundra Diggs | Fort Eustis DOC, NRCC | Currently Enrolled | Bachelor's | Mar-2006 |
| Gay Gregory | Fort Eustis DOC, NRCC | Completed | Bachelor's | Aug-2005 |
| Terry Hyatt-Amabile | Fort Eustis DOC, NRCC | Currently Enrolled | Bachelor's | May-2005 |
| Linda Brown | Fort Eustis DOC, NRCC | Currently Enrolled | Master's | Jun-2005 |
| Donna Hull | Fort Eustis, DOC, NRCC | Enrolling | Master's | Jan-2007 |
| Del Celano | Fort Eustis, NRCC | Currently Enrolled | Associate's | No Date |
| Patricia M. Fischer | Fort Eustis, NRCC | Currently Enrolled | Bachelor's | Oct-2005 |
| Patricia Paige | Fort Eustis, NRCC | Currently Enrolled | Master's | Dec-2005 |
| Betty Gottschall | Fort Eustis, NRCC (SB) | Currently Enrolled | Bachelor's | Jan-2007 |
| Franklyn Mitchell | Fort Hamilton DOC | Currently Enrolled | Bachelor's | FY2007 |

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| | | | | |
|---------------------------|------------------|--------------------|---------------------|-------------|
| Deanna McKeel | Fort Leavenworth | Currently Enrolled | Associate's | No Date |
| Patsy Simmons | DOC | Currently Enrolled | Master's | No Date |
| | Fort Lee DOC | | | |
| | Fort Leonard | | | |
| Christine L. Scena | Wood DOC | Currently Enrolled | Bachelor's | 2006 |
| Wanda Reed | Fort Lewis DOC | Currently Enrolled | Bachelor's | Nov-2005 |
| Pamela Munoz | Fort Lewis DOC | Currently Enrolled | Master's | Sep-2005 |
| Stephen Loftus | Fort McCoy DOC | Currently Enrolled | Master's | Jun-2006 |
| Cheryl McGhee | Fort Meade DOC | Currently Enrolled | Bachelor's | FY2005 |
| Roxanne-Rheubottom | | | Bachelor's in | |
| Costley | Fort Meade DOC | Currently Enrolled | Business Admin | Dec-2007 |
| | | | Master's Business | |
| Marcia Young | Fort Meade DOC | Currently Enrolled | Admin | Dec-2005 |
| | Fort Monmouth | | Master's in Program | |
| Christine Lehtinen | DOC | Currently Enrolled | Management | Dec-2005 |
| Pamela Beharrie | Fort Myer DOC | Enrolling | Bachelor's | FY2010 |
| Sherry Carner | Fort Myer DOC | Enrolling | Bachelor's | FY2010 |
| Shareese Garner | Fort Myer DOC | Currently Enrolled | Master's | FY2006 |
| Pam Nondorf | Fort Riley DOC | Currently Enrolled | Master's | Aug-2005 |
| Shayla McLaurin | Fort Riley DOC | Currently Enrolled | Bachelor's | Spring 2007 |
| Sherry Deyo | West Point DOC | Currently Enrolled | Associate's | Dec-2005 |
| Laverne Astroth | West Point DOC | Currently Enrolled | Master's | 2005 |

Did we miss someone? Please let us know. Email [Linda Padgett](#) or [Joe Myers](#) with the details.

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Leadership Training

| Name | Organization | Training Attended |
|-------------------------|----------------------|--|
| Debbie Ramirez | ACA | Labor/MER/EEO for Executives |
| Camilla Tramuel | ACA NR | Small Group Instructor's Training |
| Camilla Tramuel | ACA NR | Supervisors Development Course-completed |
| Camilla Tramuel | ACA NR | Manager Development Course - Completed |
| Camilla Tramuel | ACA NR | Action Officer Development Course |
| Douglas W. Packard | ACA NR | ASC Conference. DLAMP Military Strategy Course, Labor/MER/EEO for Executives |
| Melinda Simmons-Healy | ACA NR | OLE |
| Melinda Simmons-Healy | ACA NR | Supervisors Development Course |
| Shirley Dowell | ACA NR | Supervisors Development Course |
| Sue Gonser | ACA NR | Labor/MER/EEO for Executives |
| Roger Neds | ACA NR | Labor/MER/EEO for Executives |
| MAJ Robert Shelton | ACA NR | Labor/MER/EEO for Executives |
| Madeline (Kit) Lindfors | ACA NR | Labor/MER/EEO for Executives |
| Tom Sumpter | ACA NR | Supervisors Development Course |
| Debbie Price | ACA NR | Supervisors Development Course-Completed |
| Debbie Price | ACA NR | Manager Development Course - Completed |
| Sue Gonser | ACA NR | LEAD |
| Martha Mitchem | APG DOC | Foundations of Creativity and Innovation, Generating Creative and Innovative Ideas |
| Brenda Jackson-Sewell | CDCC | Labor/MER/EEO for Executives |
| Sandra Bruce | CDCC | Manager Development Course |
| Edwin Mendez | Fort Buchanan DOC | OLE |
| Carol Hellmann | Fort Carson DOC | OLE |
| Margaret Wright | Fort Carson DOC | LEAD |
| LTC Craig DeDecker | Fort Eustis, NRCC | Labor/MER/EEO for Executives |
| Joseph Farrell | Fort Eustis, NRCC | Labor/MER/EEO for Executives |
| Michael B. Fleming | Fort Eustis, NRCC | Human Resources for Supervisors |
| Michael B. Fleming | Fort Eustis, NRCC | Manager Development Course |
| Patrick Hogston | Fort Eustis, NRCC | Human Resources for Supervisors |
| Leo Burris | Fort Leavenworth DOC | Human Relations for New Supervisors |
| Leo Burris | Fort Leavenworth DOC | Labor Relations for Supervisors |
| Ruth Kenton | Fort Leavenworth DOC | TAPES |
| Ruth Kenton | Fort Leavenworth DOC | Labor Relations for Supervisors |
| Olive Lenney | Fort Lewis DOC | LEAD |
| B. J. Eldien | Fort McCoy DOC | SBLM Resident/Nonresident |
| Bernadette Honish | Fort McCoy DOC | LEADTTT |
| Claudia Derringer | Fort McCoy DOC | LEADTTT |
| Kris Murray | Fort McCoy DOC | OLE |
| Doreatha Kinslow | Fort Meade | Constructive Conflict Resolution |
| LTC Kelly Campbell | USMA DOC | Labor Relations for Executives |

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Newsletter Article Assistance

Joe Myers

*ACA NR Procurement Analyst and
Newsletter Editor*

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“Please submit something to the ACA NR Newsletter.” If you have received an email that was like that, do not be alarmed. The ACA NR newsletter is designed to help keep the information flow throughout the wide reaches of our region. With offices from Massachusetts to Washington State, keeping in touch and sharing ideas is difficult. While not our only method of communication, the newsletter attempts to add the personal approach to the business of contracting the Army’s war fighting efforts within the region.

In addition, sometimes your articles are used by the ACA newsletter. This is a great way to 1) let people outside our region know of the work we are doing, and 2) the more people learn about the extent of the work that we do, the more positive publicity ACA NR receives.

In an effort to help those in our region who are reluctant to submit articles to the newsletter, I have prepared a short template you can use to reduce your stress.

The newsletter is expected to be published during the first week of the quarter and submissions should be made two weeks before to allow placing into the newsletter and getting approvals. This means get started early in identifying appropriate article candidates.

Article ideas. The first response to the request for articles is, “Nothing ever happens at Fort X. What can I write about?” Here are some starters (not even close to a full list, just some memory joggers):

- Good News. Examples include the results of a great individual or team effort that needs to be recognized by the region or the sharing of our collective contracting and business expertise to other groups (for instance providing speakers at a local business/NCMA event). Who doesn’t want to be recognized by friends and colleagues in the pages of the newsletter?
- A large/complex procurement that was successfully awarded.
- Unusual items/services being purchased (and how you did it). For instance, awarding an emergency procurement for “skid monsters” (that has the ring of “news, news, news”).
- Items of a newsworthy nature- how you or someone in your office is supporting the GWOT, the war efforts in Iraq and Afghanistan or perhaps something of general interest/current event (efforts to expedite armored vehicles to the battlefield is an example of a current events-type newsworthy article idea).
- To recognize someone who is putting forth extra effort- developing and championing a new initiative, for instance.
- A way to handle a problem that you haven’t heard much about but you had success with. For instance, awarding a performance based contract using a USAF-style Statement of Objectives instead of a detailed PWS.
- How to deal with unusual situations (including hard to procure items, difficult customers, funding dilemmas, etc).
- Upcoming (during the next quarter) events- small business days, industry days.

There is no right or wrong way to put your article together. However, many people smarter than me have used this structure.

- **Title.** Start with a few-word summary of what is the most important thing in your article. Such as, “New Guidelines Mean Faster Procurement Time.”

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- *Your opening paragraph (s).* This is not unlike an executive summary; it should state in a few words what your article is about and include information to draw the reader further into your article. In this paragraph, identify the organizations/people affected or the type of procurement described and what makes it “special” enough to be written about. If it takes an extra paragraph or two, that is acceptable. Just don’t drag it out so long that it turns into the body (see below).
- *Body.* Use you own written “voice” to describe what your article’s subject is about. There are many “formulas” for putting the body together.
 - You can use a chronological approach, such as a narrative “timeline.” Such an article about a procurement, for instance, would start with the requirement (describing the complexity, uniqueness, etc) and progress through all the steps, including the market research, solicitation process, etc. Only include those details that are needed to understand the process-and why it is important to report about- but not the routine details that would be obvious to our colleagues.
 - For a process or procedure that was unusual, you may want to start by describing the end-product (goods or services received in record time, etc) and then describe what happened and then finally reveal the special process that was instrumental in making it successful. Done well, this can keep the reader intrigued up to the very end.
 - The straight logical approach is most often used because many of us are logical type of people. In this approach, you simply list (in narrative form) the steps to be taken to achieve the mission/goal. Sometimes it is a chronological progression. Sometimes there are parallel processes that need to be described, so some variation may need to be used.
- *Conclusion.* Use this opportunity to wrap up the entire piece, reviewing why the reader made it to this part of the article and reminding the reader about what was newsworthy about the article. Sometimes, re-summarizing the opening paragraph is all that it takes, depending on the topic.

Article Submission. You can submit your article in any form you like. An MSWord email attachment is certainly acceptable. Include contact information for yourself and those mentioned, in case of follow-up questions. If you prefer that all questions to go through you please let me know at the time of submission.

Articles can be any length, applicable to the subject matter. Many articles are in the 150 (less than 1 page) to 1000 word range. Check a recent newsletter for an idea of how long the type of article you are contemplating should be.

If you include information taken from another source, be certain to reference that source. In our business, many of us want to be able to look it up ourselves. Including a web address makes it easy for everyone to click on important information. Footnotes and endnotes or any other formal system is not necessary; just include the information in parenthesis next to where it is used.

When mentioning individuals, include proper spelling of their names as well as their rank and title where appropriate. Especially in a military environment, it is important to show respect for everyone and proper use of name, rank and title is one way to ensure that respect.

We will even accept more scholarly submissions if you are so inclined (perhaps a term paper for a college course you or one of the people in your office are taking). Usually longer and footnoted, such articles are a good way to try your hand at these more structured styles while not having the pressure of juries and review boards. Depending on the topic, these are likely candidates for re-submission to the ACA newsletter.

For any publishing rights that you reserve, be certain to include notice of them as well. As a normal practice, by submitting an article, you (the author) grant ACA NR and ACA permission to publish your article plus your name, organization, duty email address and duty phone number (if appropriate) in the article to be published either in hardcopy or on a U.S. Government (public or proprietary) website.

Writer's Block. Every once in a while, there is that time when, regardless of the topic, the words do not flow. The more you struggle on it, the more the words elude you. Your heartbeat increases, your anxiety starts to control you. What to do? Here are some tips:

- Delegate the article to someone else.
- Save the effort (even if it is just a title) to your hard drive, write some overdue emails, return the phone calls that accumulated while you struggled, and otherwise, just relax. Go back to the article a little later, renewed and energized.
- Find someone else to write it for you (you may not be in a position to actually "delegate" the article writing). I do not advocate bribing someone or reverting to trickery, but the articles need to keep coming, quarter after quarter. Interns are great sources of enthusiasm and energy. Try one of them.
- Prepare an outline, put some resources together that apply to the subject matter (if not easily available from the internet or AKO) and email them to the newsletter editor and ask for assistance. Use this as a last resort but I will gladly assist if you really need the help.

The next time you receive a request to write an article (probably about the end of the second month of every quarter), do not panic. I have provided some tips to help you make it through the process and be assured that the process gets easier with practice.

Any questions and comments? Please forward them to me at joe.myersjr@us.army.mil. I look forward to receiving your articles. If this guide was helpful, let me know. If I can improve it, let me know that, too.

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